



# OUTREACH PRIVACY NOTICE



## Who are we?

We are from the University of Kent and we are running an activity with you today.

We work in collaboration with other universities in Kent and Medway – Canterbury Christ Church University, The University for the Creative Arts and The University of Greenwich. Together, we fund the Kent and Medway Progression Federation (KMPF). Your school or FE College is part of KMPF. We are all committed to helping students like you make decisions about your future.



## What is 'personal data'?

Personal data is information about you, like your name, where you live, what school you go to and when you were born. It also includes your views if we ask you to complete a survey. We also collect more sensitive information about your ethnicity and whether you have a disability.



## Why are you collecting my personal data?

We would really like to see you again and this will help us to check if we do.

We also use your data to explore if our activities make a difference to students like you. We think everyone should have a fair shot at going to university if they want to and our activities aim to help with that.

To understand what happens to you after this activity, using your data we find out how you do in your GCSEs and A level/BTEC (or similar) qualifications. We check if you decide to go to university. But do not worry, we are not just checking on you – we look at the info from lots of students together. Your name and personal details stay private.



### Will you share my data with anyone?

Your information will be kept in a database called HEAT, managed by a team at the University of Kent. They share your info with some other groups:

- The Office for Students (OfS – to meet our regulatory requirements)
- The Higher Education Statistics Agency (HESA – to see whether you go to University)
- The University and Colleges Admissions Service (UCAS – to see whether you apply to university)
- The Department for Education (DfE – to see how you did in your GCSEs and A level/BTEC or similar)
- Higher Education Access Tracker service subscribers (to make sure lots of different students are getting involved)
- The Kent and Medway Progression Federation (KMPF – to enable us to evaluate our work and ensure we are working with different students across Kent and Medway)
- The National Data Service (NDS – to see how you did in your GCSEs and A level/BTEC or similar)

Your data will be shared with the KMPF team and if you work with any of the partner universities, they will be able to see that you attended an activity with the University of Kent.

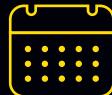
For the activities we run, we might need to tell your school/college that you joined in. But don't worry, we will only share basic details, like your name.

The University and its partners will not use your data in a way that would affect you personally. They will keep your data safe and not share it with anyone else.



### Where is my data stored? Who can see it?

We keep your data safe on our computers. Only people who work for us or those we allow can see it.



### How long will you keep my data?

Your data will be kept for a long time. If you have given us your first name, last name, date of birth and postcode then we will keep it for 15 years from the school year after you turn 18 in order to see whether you go to university in this time. If you decide you don't want your data kept or used during this time, just email us at [dataprotection@kent.ac.uk](mailto:dataprotection@kent.ac.uk) and ask for it to be removed.



### What are my rights?

Everyone has rights regarding the use of their personal data. You can find out about your personal data rights on the ICO website: [ico.org.uk/your-data-matters](http://ico.org.uk/your-data-matters)



### Can I find out more?

Of course! Ask the person running this activity and they will help you find out the answers. They will have a copy of the full privacy notice which you can read and take home with you. You can also find it on our website by following this link: [kent.ac.uk/schools-and-colleges/outreach-booking](http://kent.ac.uk/schools-and-colleges/outreach-booking)

You can ask for a copy of the information we hold about you, or ask for changes to be made if you think we have got something wrong. You can also complain to the Information Commissioner, who checks that we are using your data correctly.



### How do I contact you?

If you want to get in touch with us, then please contact us by emailing: [dataprotection@kent.ac.uk](mailto:dataprotection@kent.ac.uk)