

Privacy Notice for Evaluation/Research Participants

Introduction

This privacy notice is based on HeppSY Privacy Notice for parents and students¹ and the General Data Protection Regulation (GDPR). Transparency is a key element of the GDPR and this privacy notice is designed to inform you:

- how and why the HeppSY uses your personal data for evaluation/research,
- what your rights are under GDPR, and,
- how to contact us if you have questions or concerns about the use of your personal data.

Who we are?

The Uni Connect Programme (UCP) - formerly the National Collaborative Outreach Programme (NCOP) - aims to increase the number of students progressing to university and higher education, regardless of their background. The HeppSY team are a collection of practitioners who deliver impartial information advice and guidance related to Higher Education progression. You may have the opportunity to take part in activities such as university campus visits, summer schools, finance workshops and other higher education opportunities. HeppSY and their partners² are being funded by the Office for Students (OfS) to undertake such outreach activities with students at your school or college to let you know about the benefits of going into higher education. More information about HeppSY and its partners can be accessed through the links below:

HeppSY - <https://www.heppsy.org>

Higher Education Progression Partnership (HEPP) – <https://www.hepp.ac.uk/>

Sheffield Hallam University (SHU) – <https://www.shu.ac.uk/about-us/schools-and-community-outreach>

The University of Sheffield (TUoS) - <https://www.sheffield.ac.uk/schools>

Why do we need to collect data and evaluate higher education activities?

To make sure the activities we provide are useful and effective for students, we need to gather certain information which we use purely for monitoring, research, and evaluation purposes. It is also important to prove that what we do is working. We must:

1. ensure that the activities we offer are appropriate
2. identify the most effective activities and best practice
3. measure the impact of our activities

Data Protection laws allow us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest.

Collecting individual information

The information HeppSY collect will vary according to different type of evaluations or research projects. However, evaluators or researchers will only collect information that is essential for the purpose of the project. The data is normally anonymised as quickly as possible after data collection so that individuals cannot be recognised, and your privacy is protected. You will not be able to withdraw your data after this point. Some data, e.g., survey data is frequently collected anonymously so cannot be withdrawn once you have given permission for it to be used. Where

¹ <https://extra.shu.ac.uk/heppsy/assets/2021/09/HeppSY-Full-Privacy-Notice-2021-22-Final.pdf>

² Sheffield Hallam University (SHU), The University of Sheffield (TUoS) and the Higher Education Progression Partnership (HEPP)

you may be identifiable in a publication (e.g., an attributable quote or a photograph), we will seek your explicit consent.

Data sharing and protection

Data will be processed and shared in accordance with the General Data Protection Regulation (GDPR, 2018) and Data Protection Act 2018, as well as all legislation enacted in the UK in respect of the protection of personal data. As Uni Connect is a collaborative programme, the information gathered may be shared between HeppSY, Sheffield Hallam University, The University of Sheffield and the Higher Education Progression Partnership (Hepp). For specific activity we may also share data gathered with other collaborative and funding partners including South Yorkshire Futures, Local Authorities, partner schools and colleges, and the Office for Students.

All data will be stored securely, and any reporting will be done so using aggregated data, meaning that individual students will not be identifiable. The partnership does not and will not sell personal data to third party organisations.

Data retention

Your information will not be kept for longer than is necessary and is usually kept in an anonymised format. The length of time for which we keep your data will depend on a number of factors including the importance of the data, the funding requirements, the nature of the evaluation/research, and the requirements of the publisher. Details will be given in the information sheet for each project.

Your rights

You have a number of rights under data protection law, including the 'right to object' or request for your data to be removed from our system. If you have a query, complaint or request about the use of your data please contact Helen Zhu (details below). Further information can be found in our full privacy notice held on our website: <https://extra.shu.ac.uk/heppsy/schools/dataandevaluation/>

You are also entitled to request copies of all the personal data that the Partnership holds about you, this is called a Subject Access Request. If you would like to make a request for any information held about you, please get in touch with the universities using the links above. If you would like to make a complaint, please contact the following;

Contact HeppSY:

Helen Zhu
Evaluation and Data Manager
HeppSY
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C.Zhu@shu.ac.uk