

Realising Opportunities Privacy Statement updated December 2019 - student

This Privacy Statement provides you with details of why and how we collect and process your personal data.

The Realising Opportunities (RO) universities ([as listed here](#)) are joint controllers of your data. Newcastle University is the lead University for the Realising Opportunities Programme and as such, the RO Central Team are based at Newcastle University. Any queries you might have should be sent to the RO Central Team in the first instance.

You can contact the RO Central Team at [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk) or by telephoning 0191 208 8923. Our postal address is Realising Opportunities, The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU.

Newcastle University's Data Protection Officer can be found at [www.ncl.ac.uk/data.protection/](http://www.ncl.ac.uk/data.protection/)

**How and why Realising Opportunities (RO) uses student data**

Realising Opportunities (RO) is a collaboration of universities, working together to promote fair access and social mobility of students from groups underrepresented in higher education. To do this we offer the RO programme, which supports students to make informed choices about their future and develop skills to support the transition to higher education.

We believe that the work we are doing is a task in the public interest and that is why we collect your data.

We will use your data to:

- Contact you in order to administer selection and participation in the RO programme;
- Make sure you have all the information you need throughout the RO Programme and you receive all the benefits you are eligible for;
- Evaluate and report on the impact and effectiveness of RO;
- Conduct research to monitor equality of opportunity.

We may need to collect the following data from you, which is considered special category data under data protection law:

- Information about your health, as we are required under the Equality Act 2010 to ensure that we make any reasonable adjustments for students to be able to fully participate in the RO Programme
- Ethnicity, as the Realising Opportunities Partner universities have a duty in the substantial public interest to monitor and report on student ethnic background to the Office for Students, and to undertake research to ensure that there is equality of opportunity to participate in RO.

**How we store your data**

Data and information given will be stored in accordance with data protection laws and other applicable legislation. It will be stored securely by the RO Central Team based at Newcastle University and all RO Partner universities. Appropriate technical and organisation measures will be taken to keep your data secure. Data will not be stored outside the European Economic Area.

Records will be retained for the duration of the Realising Opportunities project or for 15 years after your place on the programme is confirmed, dependent on which date comes first. The project is due to continue until 31 July 2022. The future of the project is continually under review and may continue beyond 2022. After the project ends, or the date reaches 15 years after your place is confirmed, your data will be appropriately and securely destroyed.

Should you withdraw from the RO Programme your data will be held and used as described here unless you specifically inform us you do not wish your data to be used in this way. You can do this by emailing [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk) or telephoning on 0191 208 8923.

### **Sharing your data for administering your involvement in Realising Opportunities (RO)**

The following parties will be given access to your data in order **to administer the RO Programme and track your progress**:

- **Contracted providers of technical systems to RO** such as our online student hub, to which you will have access to during your time on RO to track your own progress on the Programme.
- **UCAS** - The minimum data required to match with UCAS records will be shared with in order for the Realising Opportunities universities to track any courses of theirs that you may apply to ensure additional consideration is given. This will be done for the first year you are ready to apply to higher education, and one subsequent year after.
- **Nuffield Foundation** - If you apply for a Nuffield Foundation placement, the Nuffield Foundation will tell us the status of your application, whether your application is successful or not and, if so, the name of the placement organisation. We will tell the Nuffield Foundation the name of your host university.
- **Online support platform provider or contact hub providers** - The programme requires you to participate in online support/being in contact with current undergraduate student ambassadors. We will provide your details to the platform provider to set up a login for you. The provider will give RO the results of any questionnaire you complete on the platform and statistical data about your engagement with the platform (how many times you logged in for example). [Please see the provider's privacy policy for details of its use of your personal data obtained through the platform, including the content of your online discussions.](#)

### **Sharing your data to evaluate and report on the impact of Realising Opportunities (RO)**

In order evaluate and report on the impact and effectiveness of RO, your data will be shared with:

- **HEAT** (Higher Education Access Tracker, run by the University of Kent). We will share your data with the Department for and/or with the other organisations HEAT works with. HEAT has access to government data sets and will inform us about your progression to higher education, your success in higher education and career paths post-higher education. As well as with its key personnel and the supplier which maintains its database, HEAT may share your data with official custodians of education data including the Higher Education Statistics Agency, UCAS, the Department for Education, the Higher Education Funding Council (to become the Office for Students), the Office for Fair Access, the National Pupil Database and

other agencies for research purposes only (and agreed with the HEAT governance and steering groups). HEAT will only share your data if they are required by law or directed by a court of similar body to do so.

- **Evaluation services provider.** RO will have a contracted, independent evaluator. As part of their evaluation of the Realising Opportunities programme we will share your application data, data from any questionnaire you complete and other data we are permitted to use may be used by us for research purposes to ascertain the success of this widening participation initiative.
- **National Pupil Database (NPD).** We will share your data with the NPD as part of our evaluation work to understand RO student's achievements and progress in relation to students nationally. The NPD can share back with RO data that it holds to help us further understand that impact of the RO Programme.
- **UCAS.** Your data will be shared with UCAS in order to understand the trends and patterns of RO students in each higher education application cycle. Data received back from UCAS is aggregated and at no point will you be able to be identified within it.

In sharing your data to evaluate and report on the impact Realising Opportunities **will not use your data in a way that will affect you individually.** For all reporting purposes your data will be aggregated or made anonymous. You will not be individually identified in any reports and confidentiality will be maintained at all times. **Your data will not be used for sales and marketing purposes. Realising Opportunities does not and will not sell personal data to third party organisations.**

### Your rights

Please contact the Realising Opportunities Central Team if you have a query or complaint about the use of your personal data. You can telephone 0191 208 8923 or email [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk).

You have the right to:

- request access to your personal data. Under data protection law you are entitled to request copies of all the personal data that Realising Opportunities holds about you. This is called a Subject Access Request. To make a request please follow the process set out at [www.ncl.ac.uk/data.protection/accessyourpersonaldata/](http://www.ncl.ac.uk/data.protection/accessyourpersonaldata/)
- request correction of your personal data. It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by contacting us at the email address or telephone number above.

We will also allow you to:

- object to processing of your personal data.
- request that your data is removed from our system. Please note, if you are still active on Realising Opportunities and request that your data is removed, you will be withdrawing from the programme as we cannot administer your involvement without processing some personal data.
- request restriction of processing your personal data ( eg you can request that we do not share your data with any parties listed other than the Realising Opportunities universities).

We do not charge for any of the above. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Details of your rights under the General Data Protection Regulation (GDPR) and how to contact the Information Commissioner's Office can be found at [www.ncl.ac.uk/data.protection/](http://www.ncl.ac.uk/data.protection/)

Our privacy policy is updated from time to time and was last updated in December 2019. Please see [www.realisingopportunities.ac.uk](http://www.realisingopportunities.ac.uk).