



WP Outreach Privacy Notice

City, University of London delivers a wide range of widening participation outreach activities with young people from local schools and colleges. Our programmes aim to empower underrepresented learners to access and succeed in higher education and are part of City's vision to ensure our students gain the most from our investment in their success. We are committed to providing sustained and personalised support empowering individual success from primary education right through to entry into business and the professions.

Why do we collect data?

We collect information on everyone who takes part in our activities and we use this data to help:

- Ensure we are reaching the right learners
- Plan future activities
- To evaluate the impact of our programmes both in the short term and longer term

City's commitment to widening access is laid out in our Access and Participation Plan which is overseen by the Office for Students, previously this was the Access Agreement and the Office of Fair Access.

What do we collect?

We collect and retain the following data from the school or directly from learners:

- Full name*
- Date of birth*
- Address
- Postcode*
- Contact details for parents/carers/young people*
- School or college attended
- Gender*
- Ethnicity*
- Disability* and access information
- Looked after young people/care leavers*
- 1st Generation to attend HEI*
- Free school meal/pupil premium data*
- Evaluation data
- Current course of study
- School/college attended
- Predicted and achieved attainment data (only for specific tutored subjects)

Our lawful basis for processing personal data

We collect this data under the legal basis 'Public Task' as set out in GDPR under article 6(1)e:

"Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

Special category data is personal data which requires more protection due to its sensitivity.

The special category data we collect is



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- personal data revealing **racial or ethnic origin**;
- data concerning **health**;

We process special category data under the legal basis “Substantive Public Interest” as set out in GDPR under article 9 (2)(g), with regards to Schedule 1 condition 8 – Equality of Opportunity of the Data Protection Act 2018.

How do we collect the data?

Data is collected from a number of sources depending on the nature of the activity or programme, methods of collection are:

- Direct from schools or colleges or colleges (group visits, school events, tutoring)
- Application forms direct from participants (aged 13 years and over)
- Direct from parents through application or monitoring forms
- Direct from participants on evaluation forms (aged 13 years and over)

What do we do with the data we collect and how to we store it securely?

For the duration of the programme information on participants is stored in password protected Excel spreadsheets accessible only by WP Outreach team members, the information is used to:

- Recruit and select learners for events
- Assess learners eligibility to attend WP Outreach events (in-line with WP targeting criteria)
- Communicate with learners about the events, times, location etc.

At the end of each academic year all spreadsheets are deleted.

This information is also recorded on the Higher Education Access Tracker (www.heat.ac.uk), a secure online database managed by the University of Kent. This data is used to analyse, evaluate and monitor the impact of WP outreach activities and to ensure we are reaching the target learners.

Learner’s progress is tracked to investigate longitudinal impact on attainment, progression and social mobility. You can see more on how HEAT processes data via the [HEAT privacy notice](#) and the WP HEAT Tracking notice.

Who to contact about your information and City?

Any questions regarding the data we hold on you can be directed to the WP Outreach Team via wpsteam@city.ac.uk

You have the right to access a copy of the data held on you by us and you also have the right to object to your data being retained. Please contact our data protection team at: DP@city.ac.uk with your request if you would like to discuss in more detail.

You can also contact City’s Data Protection Officer directly at dpo@city.ac.uk if you have any concerns regarding the processing of your personal data.