



# Progression to Postgraduate Taught Study

## Privacy Notice

01/10/2018

### **Purpose of this Notice**

The purpose of this notice is to alert you to the intended use of your personal data in the above research project and programme of activities, and to give you the opportunity to withdraw your data from this study should you wish.

### **Queries**

If there is anything you are unclear about regarding the use of your data having read this notice, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data. Their details are given at the end of this notice

### **The Research**

---

#### **Aims of this research**

The research project is to evaluate different methods of widening participation in postgraduate taught study.

#### **Who is conducting the research?**

The five universities above are leading the research involving their own students. The team conducting the research analysis on your course participation and student data, is from the University of York. The University of York team is led by Prof Paul Wakeling and Dr Sally Hancock and based in York's Department of Education. For the purpose of the project, they are acting independently of other staff and functions at the University of York.

#### **Ethical Approval**

This research has been approved by the Department of Education Ethics Committee, University of York. These ethical approvals have been accepted by all collaborating universities.

#### **Queries**

If you have any questions about the research, please contact [paul.wakeling@york.ac.uk](mailto:paul.wakeling@york.ac.uk) or [sally.hancock@york.ac.uk](mailto:sally.hancock@york.ac.uk) (project researchers). For questions relating to research ethics, [education-research-administrator@york.ac.uk](mailto:education-research-administrator@york.ac.uk) (Chair of the University of York Education Ethics Committee).

## Your Data

---

### What personal data is being used?

Your institution will be processing data for your year group and subject to determine the statistical make-up up both the whole student cohort, and also specifically those who register for, attend and engage with for specific activities, events and communications.

This information will include:

- The broad subject area(s) you are studying
- Your year of study
- Gender
- POLAR category (a measure which classifies the geographical area you applied to university from by the rate of higher education participation among those who live there)
- Registration for, participation in and/or engagement with specific communications or invited activities relating to postgraduate taught study (yes/no)

The information will also include the following 'special categories of data' as described under the GDPR:

- Ethnicity

### Purpose of processing this data

Processing this data will allow the research team to explore the engagement of students from different backgrounds and ethnicities with activities relating to taught postgraduate study. The results of this research will be used to inform strategies to support the progression of future students from underrepresented groups.

### Who is your data to be shared with and how will it be kept secure?

For the purposes of data protection laws each University will remain in control of all student data. In the language of data protection law this means each university will be a 'data controller'. The research team at the University of York will be deemed to be a 'processor' acting on their behalf.

This data will be shared with the research team based at the University of York. The University of York team is led by Prof Paul Wakeling and Dr Sally Hancock and based in York's Department of Education. The research team will be subject to strict requirements imposed by the university such as confidentiality and secure usage. This means that your data will be stored securely and only accessible to the research team, and the research team will not share your information with anyone else.

Data will be shared using secure transfer protocols and, once transferred, stored securely on a password access-controlled and encrypted filestore at the University of York. This means that your data will be protected at all times.

### Will I be identifiable?

Your personal data will be processed by your institution using information that your university already holds so that it can be shared as statistics with the research team. No personal details such as name, applicant number, date of birth and address will be attached to the data shared with the

research team so that the data will be anonymous. In any publications arising from this project you will not be identifiable to other individuals or organisations.

### **Retention Periods**

The statistical data provided by your university may be stored by the York research team for up to ten years. This data may be analysed further for future academic research by the research team relating to the supporting transition to postgraduate taught study.

### **Legal basis for processing your data under GDPR**

The grounds upon which we will process your data are public interest because this research is undertaken with public funding from the Office for Students and aims to improve the rates of progression to and success in postgraduate taught study among under-represented black, Asian or minority ethnic groups.

The university therefore believes that the legal basis for processing this data is:

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 and;

Article 9 (2) (j), processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

### **How to Withdraw your Data from this Research**

---

If you do not wish for your data to be used for this research you may withdraw your data at any time up to **Saturday 9<sup>th</sup> December** (after this date you data will no longer be extractable from the data set, as we will be unable to identify it).

To indicate that you wish to withdraw, please inform the project manager for you institution (who will be responsible for processing and transferring the data to the research team):

**Andrew Thompson**

[discoverpostgrad@warwick.ac.uk](mailto:discoverpostgrad@warwick.ac.uk)

*Widening Participation Team,*

*SROAS,*

*University House,*

*University of Warwick*

*CV4 7JJ*

### **Further Information**

---

#### **Your rights as a data subject**

Under GDPR you have the right to obtain a copy of your data in a commonly used electronic form

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information. You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

### **Concerns and contact details**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer **Anjeli Bajaj**.

Our postal address for data protection

*Information and Data Compliance,*

*University House,*

*University of Warwick*

*CV4 7JJ*

Our telephone number is 02476 528612.

Our data controller registration number provided by the Information Commissioner's Office is **Z5856740**.

