

STUDENT

PRIVACY NOTICE

1. What the University of Warwick will do and why

The data you, your parents and teachers provide when applying to the summer school will be used by the University of Warwick to assess your eligibility for the summer school and evaluate its effectiveness.

All the information you provide will be used to:

Why we collect it	University of Warwick
1. Process your application	Yes
2. Assess your eligibility for the summer school, in line with the specified criteria	Yes
3. Contact you to confirm whether you have a place on the summer school and deliver the summer school	Yes
4. Evaluate the programme's effectiveness	Yes

Your ordinary personal data will be processed by the *University of Warwick* under the legal basis of public task.

In terms of any special category data processed, such as ethnicity, disability, health etc., the University of Warwick processes this in the public interest.

We collect some personal data from you (applicant and parents/carers) and some from the school.

2. Sharing your data

The University of Warwick will usually share your eligibility and background data with evaluation partners so they can evaluate the effectiveness of the summer school.

The University will look at where you go to university and what jobs you do in the future. We do this so that we can measure the impact that our programmes have on participants and ensure the summer school is meeting its aims of increasing access to selective universities and careers.

Impact data will be collected by the Higher Education Access Tracker (HEAT) and we will share the following information to access the data sets:

- Name
- Date of birth
- Postcode
- Ethnicity
- Gender
- School Name
- Programme attended
- The programme criteria that you meet e.g. free school meal status, school performance, first generation, in care status

HEAT will be under contract as a data “Processor”, meaning that they cannot use your data for their own purposes. They are appointed each year and will vary depending on the programme.

3. How long we keep it

The University will store your full application for one academic year following the completion of the programme to respond to queries that may arise during this period. Following this, the University will delete your application but will store the information needed to **track** your education outcomes, this includes your name, date of birth, school, postcode and contact details to send surveys. This information will be retained for the duration of 15 years or until you are 30 years of age (whichever is greater). Holding data for this duration will enable us to investigate the effect of outreach on young people’s long-term outcomes, including employment, and enable us to support you during your educational trajectory if required. We will review our retention periods annually as the project develops in line with ICO guidance and other best practice in the sector.

The University will also keep information regarding your eligibility for the programme. This data will then be stored based on the two categories below.

3a. Successful applicants

If you gain a place on our programme, we will retain your name, date of birth, programme attended and educational outcomes for the duration of the programme.

3b. Unsuccessful applicants

If you did not gain a place on our programme, we will delete all identifiable information we store after collection of your impact data and will retain an anonymised version of your eligibility for the programme and educational outcomes until we no longer have a legal basis to do so.

Rights/Concerns

Under the Data Protection Act (2018) and General Data Protection Regulation (2018) you have the right to request the data held by us, to rectify inaccurate data, to request erasure, to request data portability, to restrict processing of it or to object to processing.

If you have any concerns about the processing or use of your data for these purposes or would like to exercise a right, please contact the *University’s Data Protection Officer*, on dpo@warwick.ac.uk. *Any requests to exercise rights or formal complaints should be made in writing.*

If, after we have been given the chance to address your concerns, you are still dissatisfied then you may contact the ICO on 0303 123 1113. They are open Monday to Friday between 9am and 5pm.