

## Privacy Notice



Durham University's responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. This privacy notice provides a general description of the broad range of processing activity in addition there are tailored privacy notices covering some specific processing activity.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Durham University will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (ie common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

### **PART 1 – GENERIC PRIVACY NOTICE**

Please access our [General Privacy Notice](#) online.

### **PART 2 – TAILORED PRIVACY NOTICE**

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

#### **Levelling Up: Aspire Higher programme**

#### **Type(s) of personal data collected and held by the Levelling Up: Aspire Higher programme and method of collection:**

Personal data will be collected through the application form to the programme, surveys, registers of programme engagement, attainment and attendance. Personal data collected will include your: **name; date of birth; address; postcode (and contextual data including POLAR quintile data and ACORN category data that is obtained using your postcode);** email address; **the gender you identify as;** whether you have British nationality; details of your current and previous schooling, academic attainment at GCSE (or equivalent) and subjects that you are currently studying; identifying information related to university applications such as UCAS personal ID number; and **whether anyone in your close family has previously attended university.** We may also seek your perceptions relating to applying to university; your perceptions and experiences of STEM education in school (specifically Chemistry, Maths and Physics); data from your participation in the programme; and your views on the Levelling Up: Aspire Higher programme.

Special category data will be collected through the same means and will include: your **ethnic group; whether you consider yourself to have a disability or a long term health condition; whether you are in receipt of free school meals or school support; whether you have ever been looked after, accommodated or in care; or whether you are irreconcilably estranged from both of your biological or adoptive parents, or only living parent.**

Video recordings will be collected of tutor and mentor sessions by the Levelling Up: Aspire Higher programme. Photographs may be collected by the Levelling Up: Aspire Higher programme in training sessions, tutor sessions, mentor sessions and on-site or virtual campus visits.

Certain personal data (in bold above) will be entered into and stored in the Higher Education Access Tracker (HEAT). You will be informed if this is the case at the point at which you supply information for example when completing application forms or similar. For more information about HEAT see below.

### **Lawful Basis**

The legal basis relied upon to process your personal information is that of Article 6(e) public task: the processing is necessary to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Levelling Up: Aspire Higher needs to evidence the reach and effectiveness of its programmes to funders/donors and external organisations as required by law and to comply with regulatory requirements as a University, such as those determined by the Office for Students and organisations such as HESA. As part of its commitment to fair access and widening participation, the University also aims to demonstrate the impact of its programmes on fair access and widening participation over time.

For further information see

<https://durham.ac.uk/research.innovation/governance/ethics/governance/dp/legalbasis/>

Special category data is being processed under Article 6(1)(e):Public Task and Article 9(g): Reasons of substantial public interest (with a basis in law).

### **How personal data is stored:**

#### Levelling Up: Aspire Higher programme

All personal data will be held securely and strictly confidential to the Levelling Up: Aspire Higher programme. All personal data in electronic form will be stored on a password protected devices approved by Durham University or on services or software approved for use by Durham University. Any hardcopies of data will be kept in locked storage. Identifiable data will not be available to anyone outside the Levelling Up: Aspire Higher programme teams. Video data will be recorded and stored on encrypted devices only accessible to the relevant Levelling Up: Aspire Higher programme team.

#### Durham University Access and Engagement

Personal data is stored on our internal Computer Information Service (CIS) managed secure server, behind a firewall with access restricted by user permissions. This includes records created and housed within the University's relevant systems such as customer relationship management systems and student record systems. Personal data may also be stored in hardcopy (paper format), which is held in locked draws/filing units.

Additionally, some personal data, where appropriate, may be stored on the Higher Education Access Tracker (HEAT Database) of which Durham is a member. For further details of the HEAT Data Protection Policy and Privacy Notice, please see [durham.ac.uk/visit-us/schools/accessengagement/policy-zone/](https://durham.ac.uk/visit-us/schools/accessengagement/policy-zone/). For more information about what the HEAT Database is and how your data is used, please see page 5 of this document.

### **How personal data is processed:**

#### Levelling Up: Aspire Higher programme

Data collected through the application form, surveys, registers of programme engagement, attainment and attendance will be used to inform the delivery and development of the programme. The Levelling Up: Aspire Higher programme teams will use the data provided in the application form to inform the selection process for participants on the programme and to run the activities within the programme. Video recordings will be used for safeguarding and quality assurance of tutoring and mentor sessions. Photographs may be used for reports and publicity about the programme.

#### Access and Engagement

We will use contact information provided to communicate relevant information to participants, for example information about current or future events and activities at Durham University. We will use educational information and information provided relevant to any eligibility and selection criteria to inform the selection process for the relevant programme, including relevant admissions processes that may result from attendance at one or more programme. Additionally, Access & Engagement needs to evidence the reach and effectiveness of its programmes to funders/donors and external organisations as required by law. As part of its commitment to fair access and widening participation, the University also aims to demonstrate the impact of its programmes on fair access and widening participation over time.

### **Who personal data will be shared with:**

#### Within Durham University

We will only share data securely within Durham University for relevant student administration mechanisms for example for admissions processes and/or arranging financial support, this includes sharing relevant data to facilitate the successful operation of student recruitment, widening access, and outreach activities delivered by Durham University.

#### Schools and Colleges

Our events and activities are often planned in conjunction with schools and colleges for planning purposes and verification purposes. For example, applications may need to be verified by the applicant's school or college. This means we may need to check that information we receive is correct. We will only share identifying personal data with participants' own school or college. The basis for exchanging data with schools or colleges varies by programme but this will only take place where there is a separate data sharing agreement in place between the University and your school or college, or where you have provided consent (such as in an application form).

Please note: teachers, advisors, and other school based contacts may also provide their personal data to Durham University from time to time. This data is not covered by this privacy notice and individuals should refer instead to Durham University's privacy information online at: [dur.ac.uk/ig](https://dur.ac.uk/ig).

### Higher Education Access Tracker (HEAT) service

Durham University subscribes to the Higher Education Access Tracker (HEAT) service, which is a self-sustaining organisation, financed purely by subscribing members. In order to meet the aims of evidencing the reach and effectiveness of its programmes to funders/donors and external organisations, Levelling Up: Aspire Higher and Access & Engagement collect participant data and input this into the secure online HEAT database.

The personal data input into the HEAT database includes participants' names, home postcode, date of birth, gender, ethnicity, and contextual information relevant to the University's fair access aims including eligibility for free school meals, caring responsibilities, parent/carer service in the regular armed forces, time spent in care and/or family estrangement, refugee or asylum seeker status, family experience of higher education, and details of impairments, health conditions, disabilities or learning differences.

We recommend that participants of our programmes read the HEAT data protection and privacy policy and protocol for storing and processing member queries. These documents are accessible at [durham.ac.uk/visit-us/schools/access-engagement/policy-zone/](https://durham.ac.uk/visit-us/schools/access-engagement/policy-zone/)

### Online Platforms

When taking in part in online activities via platforms, including but not limited to Microsoft Teams, we may need to add details such as your name and email address to those platforms, and therefore sharing that data with the provider(s) of that platform, in order to give you access. Users of any such platform are responsible for ensuring they have read, understood, and agree to the privacy policies and any other terms or conditions of use associated with those platforms. In any such instance, it is likely that users of those platforms will need to register for an account with the platform directly. Users will be responsible for their own data and security insofar as that account is concerned. However, please note that some of your personal details, such as your name and email address, may be visible to other users with access to the same "team", "channel", or "area" of the platform, including fellow student participants, tutors, and mentors.

### Who the Durham University Levelling Up: Aspire Higher Chemistry (Hub and Spoke) programme team will share personal data with:

Personal and special category data collected by the Durham Chemistry Hub and Spoke may be shared with services and software approved by Durham University (e.g. transcription services and online survey software).

### Who the Durham University Levelling Up: Aspire Higher Maths Spoke programme team will share personal data with:

Personal and special category data collected by the Durham Maths Spoke may be shared with services and software approved by Durham University (e.g. transcription services and online survey software). It will also be shared with the London Mathematical Society Levelling Up Maths Hub to enable participants to access programme sessions and materials.

### Who the Durham University Levelling Up: Aspire Higher Physics Spoke programme team will share personal data with:

Personal and special category data collected by the Durham Physics Spoke may be shared with services and software approved by Durham University (e.g. transcription services and online survey software).

No identifiable data will be transferred outside the UK/EU.

Please be aware that if you disclose information which indicates the potential for serious and immediate harm to yourself or others, the Levelling Up: Aspire Higher team may be obliged to breach confidentiality and report this to relevant authorities. This includes disclosure of child protection offences such as the physical or sexual abuse of minors, the physical abuse of vulnerable adults, money laundering, or other crimes covered by prevention of terrorism legislation. Where you disclose behaviour (by yourself or others) that is potentially illegal but does not present serious and immediate danger to others, the researcher will, where appropriate, signpost you to relevant services, but the information you provide will be kept confidential (unless you explicitly request otherwise).

### **How long personal data is held:**

#### Levelling Up: Aspire Higher programme

The Levelling Up: Aspire Higher programme teams will hold identifiable data for up to three years after the end of your time on the programme, after which time identifiable data about you will be deleted.

#### Access and Engagement

Personal data is held by Access & Engagement for up to five years following the completion of the Levelling Up: Aspire Higher programme, in line with the University's Records Retention Schedule. After this time, personal data is reviewed and will be destroyed or anonymised as appropriate.

### **How to object to the processing of your personal data:**

#### Levelling Up: Aspire Higher

If you have any concerns regarding the processing of your personal data, please contact [levelling.up@durham.ac.uk](mailto:levelling.up@durham.ac.uk).

#### Access & Engagement

Participants can object to their data being processed by Access & Engagement. Objections can be raised by contacting Access & Engagement by phone on 0191 334 9126 or by writing to Head of Access & Engagement, Durham University Palatine Centre, Stockton Road, DH1 3LE. Alternatively, objections can be raised by email to the relevant programme, as indicated in the programme documentation to [access.engagement@durham.ac.uk](mailto:access.engagement@durham.ac.uk).

### **Visitors to our websites/webpages:**

Access & Engagement and Levelling Up: Aspire Higher may make use of the Google Analytics service to understand the ways in which visitors to our webpage navigate around our site. We recommend that participants read Durham University's Website Cookie Usage Policy: <https://www.dur.ac.uk/about/cookies/>

### **Use of cookies by Access & Engagement:**

Access & Engagement and Levelling Up: Aspire Higher do not use cookies except if making use of Google Analytics. However, visitors to any of our webpages may easily navigate to other Durham University webpages. We therefore recommend that participants read the cookie policy (above).

### **Links to other websites:**

Access & Engagement and Levelling Up: Aspire Higher may provide links to other useful sources of information via its webpages. We recommend participants and other visitors to our webpages take the time to locate and read the relevant privacy notice of such other websites.

**Further information:**

For further information please contact the Levelling Up: Aspire Higher programme team on [levelling.up@durham.ac.uk](mailto:levelling.up@durham.ac.uk)

Levelling Up: Aspire Higher programme team leads

Durham Chemistry Hub and Spoke Lead: Prof. Jacquie Robson

Durham Maths Spoke Lead: Prof. Norbert Peyerimhoff

Durham Physics Spoke Lead: Dr Peter Swift

Access and Engagement: 0191 334 9126.