**Introduction**

This notice applies to how Future Quest will receive, use and monitor personal data that you provide to us for the purpose of the project which is looking to increase the proportion of young people going to university in areas where the observed participation rate is lower than expected based on attainment at GCSE. We will process your data in accordance with the General Data Protection Regulation as applied, enacted and amended in UK law. The data controller is the University of the West of England.

**Your personal information**

We will process your non sensitive and sensitive data that you or others (for example your school or college) give us. This information is kept securely with restricted access, the information is then deleted after approximately 10 years. The data we collect will include personal and demographic data including: name, date of birth, postcode, gender, ethnicity, whether you are in receipt of free school meals, pupil premium or have bursary status as well as your attendance at Future Quest activities. Data will be required at an aggregated level for the relevant year groups. We will ask for your Consent for your Ethnicity because this is a Special Category of personal data. Please note this is not a full list of required fields. You are not required to give us your personal data.

**Using your personal information**

The University is collecting the data of participants in our outreach activities using ‘public task’ and opt in consent as the lawful bases. The university requires and uses this information in its monitoring and reporting of the Future Quest project. The University requires and uses this information for event planning and delivery to assist in Future Quest and outreach activities aiming to raising aspirations, attainment, improving social mobility and student recruitment to the University’s programmes of study.

Future Quest will collect and process your data in accordance with the UK data protection legislation. The data will be used to:

* Plan and run activities and to keep participants safe
* Monitor and report on participation in Future Quest activities including the production of monitoring reports for OfS (Office for Students) as funder.
* Evaluate the effectiveness of our activities as part of the government policy to widen participation in higher education.
* Research and evaluation purposes to gain a better understanding what young people think about higher education.

 Data will be retained only in order to fulfil the objectives of the programme and in line with the respective participants’ retention policies. Subsequent reporting, analysis and publication based upon this data will be fully anonymised.

**Sharing your personal information**

We will only share relevant items of your information where it is necessary to fulfil the purposes listed above. Recipients of your personal data will include:

* CFE research – Our national evaluation partner
* HEAT – Higher education access tracker. Higher Education Access Tracker (HEAT). HEAT is a not-for-profit monitoring and evaluation service that Future Quest subscribes to in order to benefit from a secure online platform which collects, analyses and researches data on event and activity participants. This service enables Future Quest to monitor and evaluate our programmes longitudinally. This means we are able to track attainment, progression, social mobility, graduate outcomes and eventual employment. It helps Future Quest to meet our statutory obligation to evidence effectiveness of such programmes to funders, education regulators such as (but not limited to) the Office for Students and central Government. HEAT Track enables tracking and linking of individual students through administrative data sets from the Department of Education, Skills Funding Agency and the Higher Education Statistics Agency, to explore in detail the relationship between outreach participation and student success. HEAT reporting includes profiling and more information on this is available at [www.heat.ac.uk](http://www.heat.ac.uk)
* UCAS – University and Colleges Admissions Service
* NPD – National pupil database

**Your rights and choices**

In respect of your personal data held by us, you have the following qualified rights to:

* access it
* receive it in a structured machine readable format
* rectify it if it is not accurate or complete
* erase it
* restrict its processing
* withdrawing any consent provided or otherwise object to its processing
* complain to the Information Commissioner’s Office (ICO)

To protect your privacy and the privacy of others, we will verify your identity before giving effect to your rights.

To find out more or to exercise any of these rights please contact the Data Protection Officer.

**How to contact us**

For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or dataprotection@uwe.ac.uk

For questions about the Enquirer’s policy, please contact Future Quest on 0117 32 87284 or,

Future Quest

University of the West of England, Bristol

Frenchay Campus

Coldharbour Lane

Bristol BS16 1QY

Tel: 0117 32 87284

Email: future.quest@uwe.ac.uk