

Student Privacy Notice

Who are we?

The North East Collaborative Outreach Programme (NECOP) is a group of all of the universities and colleges¹ in the North East of England working together to support young people to think about their futures and how higher education can help them reach their goals. FutureMe is the name of the activities that we offer to students. Newcastle University is the lead university for NECOP and act as the lead data controller. This means that they are responsible for all of the information we collect.

Why are we collecting your information?

We have to collect some information about you to help us plan activities and to monitor how useful these activities are so that we can improve the FutureMe programme. We are given funding by a government organisation called the Office for Students² so we have to prove that the money they give us is helping young people to progress to higher education and is making an impact. We believe that the work we are doing is in the public interest and that is why we collect your data.

In order to accommodate any needs you may have whilst attending our events (on-campus or online), we may collect health data. We ask for your consent in order to gather this information.

What information are we collecting?

- Name
- Date of birth
- Postcode
- Year group
- School/Institution Name
- Gender
- Ethnicity
- Registers of those who participate in activity
- Contact information if participating in online activity
- Surveys about how useful you found the activity or your opinions about higher education

How are we collecting your data?

Your school or college will share this information with us on a password protected website that only your school/college and the FutureMe team can see. We may also gather some of this information directly from you if you take part in FutureMe activities and events online. If we need your personal information to participate in online events, you will be asked to complete a short form on our website. Our team will process your data – it will be stored and processed securely using a platform procured by Newcastle University. We will keep your information for no longer than 10 years.

¹ NECOP is a collaboration between Bishop Auckland College, City of Sunderland College, Darlington College, Derwentside College, Durham University, East Durham College, Gateshead College, Hartlepool College of Further Education, Queen Elizabeth Sixth Form College, Middlesbrough College, New College Durham, Newcastle College, Newcastle University, Northumbria University, Prior Pursglove and Stockton Sixth Form College, Stockton Riverside College, Teesside University, The Northern School of Art, Tyne Coast College, and University of Sunderland.

² FutureMe is part of the Uni Connect Programme. You can find out more details about the programme at: <http://www.officeforstudents.org.uk>.



Who will it be shared with?

We will be sharing your data on an online system called the Higher Education Access Tracker (HEAT). This system matches your information with other sources³ in order to check if you go on to higher education. We may also share your data with the Office for Students and agencies who carry out research and evaluation to check how useful FutureMe is in supporting young people to progress to higher education⁴. If we have any concerns about your welfare, we have a legal obligation to share your information with government agencies. We require all those who we share your information with to protect it and to only use it as we have agreed.

Will this have an impact on me?

There will be no impact on you individually or any decisions you make about your future. You will never be individually identified in any reports we write.

What are my rights?

- You can request to look at the information we hold about you. You can do this by visiting <http://www.ncl.ac.uk/data.protection/accessyourpersonaldata> or by contacting us using the details below.
- You can request that we change your information to make sure it is correct. Please let us know if at any time your personal information changes.
- We ask for your consent to collect health data. If you do give your consent, you can change your mind at any point by contacting the NECOP Team at the contact details below.

We do not charge for any of the above and we will do our best to respond to all requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will contact you and keep you updated.

How can I contact you about my data?

You can reach the FutureMe Central Team by telephone at 0191 208 3539 or via email to info@futureme.ac.uk. Our postal address is The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU. If you need to contact us during any school/college closure period, please do this by email.

If you have any concerns about your information, you can contact our Data Protection Officer at: www.ncl.ac.uk/data.protection.

Our privacy policy will be updated from time to time and was last updated in September 2020.

³ HEAT match your data with data held by Higher Education Statistics Agency (HESA), Department for Education (DfE), Education and Skills Funding Agency (ESFA) and the Universities and Colleges Admissions Service (UCAS). We may also match your information on HEAT with your responses to surveys about your perceptions of higher education.

⁴ Research conducted by evaluators appointed by the Office for Students (CFE Research) and Universities and Colleges Admissions Service (UCAS).

