

NECOP – HE FEST Partners, Presenters & Exhibitors 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. Outreach North East provides a single point of contact for teachers and advisers which will signpost and improve access to information and support to encourage progression to higher education. 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?

As you were involved in HE Fest 20 we are gathering some survey information about how useful you feel the activity/content was so that we can evaluate the impact it had and identify improvements/changes required for future events. As per data protection laws, we have to have a legal basis for collecting your information. We believe that the work we are doing to support young people to progress to higher education is in the public interest and that is why we collect your data.

What information are we collecting?

- Name
- Organisation name
- Surveys about the activities and content delivered as part of HE Fest or other events.

How are we collecting your data?

We will gather this information from you in the form of a short online survey to collect your feedback as a participant in HE Fest 20. 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 5 years following the close of the NECOP project.

Who will it be shared with?

- We may share your information with our partner institutions so that we can evaluate and plan activities.
- We may share your information with contracted third party providers of NECOP who are conducting activity on our behalf or assisting us in delivering activities and events.

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.

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. You will never be individually identified in any reports we write unless you specifically consent to being included.

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 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 NECOP Team by emailing info@futureme.ac.uk or info@outreachnortheast.ac.uk. Our postal address is The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU.

If you have any concerns about your information or wish to make a complaint, 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 August 2020.