

## Student Privacy Notice

### Who are we?

The North East Uni Connect Programme (NEUCP), formerly the North East Collaborative Outreach Programme (NECOP), is a group of all of the universities and colleges<sup>1</sup> 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 NEUCP 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?

If you are a student currently studying in a school or college setting and take part in our activities and events, 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 Students<sup>2</sup> so, as well as improving the programme, we also 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.

If you are a student who has now left a school or college setting, have taken part in the FutureMe Programme previously, and are now studying within a higher education setting, you may be asked to share thoughts and comments about the Programme - please [click here for more information](#).

### What information are we collecting?

- Name
- Date of birth
- Postcode
- Year group/Level of study
- School/Institution Name/Course
- Gender/Sex
- Ethnicity
- Registers of students who participate in activity
- Surveys about how useful you found the activity or your opinions about higher education

In most cases, we will collect your information from your school/college. Sometimes, we will need to collect additional information from you directly in order to make sure the activities all go ahead as planned. We may also ask you to complete surveys or take part in focus groups, for which we may obtain your permission, or the permission of your parent/carer.

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

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<sup>1</sup> NEUCP 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.

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

### How are we collecting your data?

There are a few ways that we might gather your information, all depending on the type of FutureMe activity or event you participate in.

- If you take part in our activities and events within your school or college, contacts from the school/college will share this information with us on a password protected website that only your school/college and the FutureMe team can see.
- If you take part in FutureMe activities and events in person or online, but outside of your school or college, we may be required to gather some of your information directly from you. You will likely be asked to complete a secure short form on our website or on a secure platform procured by Newcastle University.

More information on additional activities and events you may participate in, including additional information we plan to collect, is shown [further in this document](#).

The FutureMe team will process and store your data using a secure file sharing platform. We will keep your information for no longer than ten years from the date you first participated in FutureMe activities and events.

### Who will it be shared with?

- We will be sharing your data on an online system called the Higher Education Access Tracker (HEAT). Their system matches your information with other sources<sup>3</sup> in order to check if you go on to higher education.
- For some activities that you participate in, we may share your data with your school/college or suppliers procured by Newcastle University, in order to administer the FutureMe programme.
- We may share anonymised information with the University of Exeter and/or Next Steps South West (NSSW – based at the University of Plymouth), who we work in collaboration with to deliver a Tutoring Programme to some students in the region.
- We will share your information with the Office for Students and agencies who carry out evaluation to check how useful FutureMe is in supporting young people to progress to higher education<sup>4</sup>.
- 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.

<sup>3</sup> HEAT match your data with data held by Higher Education Statistics Agency (HESA), you can view how data is linked here: <https://www.hesa.ac.uk/about/regulation/data-protection/notices#linkg>. HEAT may also match your data with Department for Education (DfE), Office for Students (OfS), Education and Skills Funding Agency (ESFA) and the Universities and Colleges Admissions Service (UCAS). You can view how HEAT use your information here: <https://heat.ac.uk/privacy-notice/>. NEUCP may match your information on HEAT with your responses to surveys about your perceptions of higher education or share data with UCAS to evaluate applications to higher education progression.

<sup>4</sup> Conducted by evaluators appointed by the Office for Students (OfS) and Universities and Colleges Admissions Service (UCAS).

**Will this have an impact on you?**

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, unless you have provided us with specific consent and confidentiality will be maintained at all times, when handling your information. Your information will not be sold to third party organisations. The FutureMe team will only send marketing communications to you if you have provided us with your consent to do so.

**What are your rights?**

- You can request to look at the information we hold about you or to object to the processing of your data. 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, marketing permission and photography permission. If you do give your consent, you can change your mind at any point by contacting the FutureMe team at the contact details below.
- If you are under 13 when you participate in the FutureMe Programme, we will ask your parent/carer to provide us with consent to collect and use your information as detailed in this document.
- We ask for your permission, or that of your parent/carer to use any survey or focus group information collected for research purposes. If you do give your permission, you can change your mind at any point by contacting the FutureMe 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 complex or if you have made a number of requests. In this case, we will contact you and keep you updated.

**How can you contact us about your data?**

You can reach the FutureMe Central Team via email. Please contact [info@outreachnortheast.ac.uk](mailto:info@outreachnortheast.ac.uk).

Our postal address is:

The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU.

For more information about your rights or if you have any concerns about your information, you can contact our Data Protection Officer at: [www.ncl.ac.uk/data.protection](http://www.ncl.ac.uk/data.protection).

## FutureMe Activities, Events and Other Information

### Regional Activities

During your participation in the FutureMe Programme, you may have the opportunity to take part in region wide activities and events. This could involve Masterclasses, Study Skills activities, Tutoring, Subject Insight Days or visits to higher education providers and employers. You may find out about the activities or events from your school/college, on our website or through social media.

Depending on whether you participate and what you participate in, the FutureMe team may be required to collect different information to what we have set out earlier in this notice. We may ask for your consent to collect:

- Medical/dietary requirements, should they be needed to run our activities and events
- Photography permission, if we are taking photos and videos as part of our activities and events
- Surveys about how useful you find the specific activity or event
- Home address
- Contact information (telephone number/email address)
- Parent/carer name and contact information
- Emergency contact details
- Information regarding your eligibility to receive free school meals

To collect your information, we will likely ask you to complete a secure short form on our website or on a secure platform procured by Newcastle University. We may also contact your teachers/advisors or parents/carers for additional information, but we will notify you if this is the case.

In some cases, we will collect your data from third party providers, including our Partnership members, if you take part in activities directly with them. This will be detailed to you at the time you agree to participate in the activities and events.

For some activities and events, we may process your information at Teesside University, where some of the FutureMe team are based. If we do, it will be securely transferred and stored at Newcastle University where other data is processed and stored on our secure online platform.

Should we have any concerns about your welfare before, during or after an activity or event, we have a legal obligation to share your information.

### Case Studies and Survey Information

If you're a student who's previously taken part in the FutureMe Programme, you may be asked to take part in region wide activities and events, or provide case studies for use in evaluating and improving the Programme.



The information provided may be used in printed resources, on [our website](#), on our social media channels, and in reports about FutureMe and the North East Uni Connect Programme (NEUCP). The audiences of these resources could be students, teachers, parents/carers, the Office for Students (who fund our Programme) or the general public.

Depending on what you take part in, or what information you're asked to provide, we may ask for your permission to collect:

- Name
- Year group/level of study/date of study
- School/institution name/course
- Current HE course information/career information
- Medical/dietary requirements, should they be needed to run any activities and events
- Photography permission, if we are taking photos and videos as part of our activities or case studies.
- Surveys/Case Studies asking you to detail your thoughts on the FutureMe Programme
- Home address and Contact information (telephone number/email address)

To collect your information, we will likely ask you to complete a short form.

For some activities and events, we may process your information at Teesside University or New College Durham, where some of the FutureMe team are based. If we do, it will be securely transferred and stored at Newcastle University where other data is processed and stored on our secure online platform.

#### **Website Analytics**

On our FutureMe website we use Google Analytics to collect information of visitor behaviour patterns. This helps us understand how many people have visited our site and which pages are visited most often. We do not collect or store personal information using Google Analytics and we cannot identify you as an individual.

Our privacy policy will be updated from time to time and was last reviewed in **March 2024**.

