

External Staff - Teacher/Tutor/Mentor/Advisor 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 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 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?

We have to collect some information about you to help us plan and run the activities that you or your students attend or participate in. For example:

- If you attend one of our events online or in person, we may gather some health information so that we can ensure we can make any reasonable adjustments to allow you to fully participate.
- We may gather some survey/focus group information directly from you about how useful you feel our activity or events are, so that we can evaluate the impact of them and learn how we can improve in future. Please see additional detail on this [further in the document](#).

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.

In an emergency or safeguarding situation, we may need to share your data and would do this on the basis of legal obligation.

What information could we collect?

- Your name and role
- Your phone number/email address
- Your school/college/university name and address
- Any special requirements you might have, including medical or dietary
- Surveys about your experience of engaging in an activity or your opinions about higher education

¹ 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.

How are we collecting your data?

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

- If you/your student take part in FutureMe activities and events in person, but outside of school or college, we may be required to gather some of your information directly from you.
- If you/your student take part in FutureMe activities and events online, we will be required to gather some information directly from you. If we need your personal information to participate in online events, you will likely be asked to complete a secure short form on our website or on a secure platform procured by Newcastle University.

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 NEUCP project.

Who will it be shared with?

We may share your information with our partner institutions so that we can administer the programme. We may also share your information with activity providers procured by NEUCP, who are conducting activity on our behalf.

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 you?

There will be no impact on you. You will never be individually identified in any reports we write 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. 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.

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 you contact us about your data?

You can reach the FutureMe Central Team via email. Please contact 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, you can contact our Data Protection Officer at: www.ncl.ac.uk/data.protection.

Additional Information - 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 notice will be updated from time to time and was last reviewed in **August 2024**.



Interviews/Focus Groups

Purpose and Information Collected

The purpose of interviews and focus groups are to help us understand stakeholder experiences of involvement with the FutureMe programme. The evaluative work will cover things like:

- What your role is
- What activities you have been involved in
- Whether you think the programme has an impact on the students
- Issues you have encountered in delivery
- Recommendations for the future

Information will be gathered directly from you if you take part in interviews, focus groups or other evaluative exercises. The information acts as essential data and enables us to evaluate the programme for the Office for Students, as well as helping to inform any changes we need to make to maximise programme impact.

Your personal information will allow us to record your consent to take part in this activity and, additionally, so that we may share outcomes from our research with you at a future date.

In advance of taking part in FutureMe evaluation, you will receive further detail about what is involved in the participant information sheet.

Sharing of Evaluative Data

Your identifiable personal data will not be shared outside of NEUCP's central team, though we may anonymise responses and share with our Partners, including 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.

Interview/focus group responses will be used for the following purposes:

- To make sure the activities we deliver are successful, useful, and/or engaging
- To adapt the programme to make it more successful, useful, and/or engaging
- To inform programme design and delivery
- To show our funders what we are doing
- To produce reports for people working in widening access to higher education
- To contribute to articles about what works, how, and why, for publication in academic journals.

Your responses will be anonymised, and you will not be identifiable in any reports we write.