

# The LiNCHigher UniConnect Programme

## How we use young people's participant data An overview for parents/carers and young people.

Participants in the LiNCHigher programme are Lincolnshire based young people in Year 9 to 13 at school, Level 2 & 3 students in College and selected groups of young people in the community. This information sheet explains more about the LiNCHigher programme of activities, events and initiatives which young people will participate in, what information and data we collect, when and how we use this information.

LiNCHigher is part of a national programme called the UniConnect project, and is funded by the Office for Students which aims to increase the number of young people going into Higher Education. Higher Education is defined as University, Higher Degree qualifications at College or Degree Apprenticeships. The programme is run across most schools and colleges in Lincolnshire.

LiNCHigher consists of a consortium of partners. Here in Lincolnshire this includes Bishop Grosseteste University, the University of Lincoln, Boston College, Lincoln College, Bishop Burton College, the Grimsby Institute, Grantham College, Stamford College (part of the Inspire Education Group) and Lincolnshire County Council.

Your school or college want to support you with your future career choices and have decided that the LiNCHigher programme would benefit you and your school. Your school have signed up for us to delivery the programme, working with your teachers and careers lead, to make sure that it is fun, educational and supportive of your needs and future career aspirations.

### How will my personal information be used?

We will collect the following information from you and/or your school/college: **Full Name, Date of Birth, Postcode, Gender, Ethnicity, School/College Name and Email Address**, for the purposes of:

- organising events/activities/courses either physically or online specifically for you and your school.
- tracking future outcomes of event participants, including applications to Higher Education Institutions;
- monitoring and research including (but not limited to) evaluation of the impact of events/activities (including events not organised by LiNCHigher);
- producing statistics, including participation numbers and participant outcomes; and

- sending you additional information such as helpful resources relating to applying to Higher Education by email.

We consider the processing of your personal information for the above purposes to be necessary for the performance of tasks we carry out in the public interest (i.e. running events to promote access to Higher Education, informing students of their educational options and carrying out related evaluation, tracking and research).

If you, or your school, are asked to provide any sensitive information about yourself, such as your ethnicity, health/disability status, religion, or sexual orientation, this will be held in identifiable form and is used solely for research purposes, creating better and more focused activities for you and for equalities monitoring. Access to this sensitive data is by LiNCHigher, and as part of wider national research projects with appropriate conditions of access to the data.

Any other uses of this sensitive information requires your consent, which is given by you providing us with the information, having had the opportunity to read and understand this Notice. The supply of such information will always be optional, and you and your parents/carers can always decide not to share this information with us.

We will collect, process and store data in accordance with data protection legislation and any sharing will be conducted by secure electronic means

Sometimes we may want to take photos of the activities you are participating in, if we ask for your photograph to be taken at any LiNCHigher event, we will explain what we intend to use it for and seek your consent. If you, your parents or teachers don't want us to use the photos for the purposes we have outlined, then that's OK.

We may use carefully selected third party service providers to run the events we organise. These suppliers do **not** have access to your contact information, and will never be asked to contact you directly about the events. All contact about events will only ever be via your teachers and school.

Unless you have been told otherwise at the point of asking, there is no statutory or contractual requirement to supply us with any of your personal information. If we asked for your consent to use your personal information, you can withdraw this at any time by contacting us as [linchigher@bishopg.ac.uk](mailto:linchigher@bishopg.ac.uk), or having your school or parent/carer do so on your behalf.

### **Who will my personal information be shared with?**

LiNCHigher may share data about participants with our partners. Your identifiable data, that data which would identify you is only collected and used by LiNCHigher and the University of Lincoln. All other data we share with partners is anonymised and aggregated, which means they can't tell who you are.

Your personal, identifiable data is stored in different locations, for back up and security. LiNCHigher store the information we receive from your school on a secure

server at Bishop Grosseteste University. The same information, including a record of the activities you participate in is stored on a server at the University of Loughborough, and managed by EMWPREP. The same data is backed up as a copy on a secure cloud-based server with First Media so LiNCHigher and your school can monitor the activities and work you have undertaken, and finally a copy is held with the Research Unit at the University of Lincoln, on a secure server, for the purposes of research and evaluation.

EMWPREP will share your data with CFE Research, who use the data for educational research purposes only (this includes government departments or agencies such as [HESA](#) or non-government organisations such as [UCAS](#)). If you want to know more about EMWPREP, and their own Privacy Policy please visit [www.emwprep.ac.uk](http://www.emwprep.ac.uk)

LiNCHigher and EMWPREP may link your data to records held by the National Pupil Database, Universities and Colleges Admissions Service (UCAS), the Higher Education Statistics Authority (HESA) and the Individualised Learner Record, which collect information about students from schools, colleges and universities. CFE Research would have access to this linked data through EMWPREP. This is done to better understand how the project is helping you, and other young people in Lincolnshire.

LiNCHigher and our partners may publish aggregated data based on personal information from event participants, including analysis and research utilising these data, but the data will be anonymised and no information which could identify you will be published.

### How long will my personal information be kept for?

If you attend any particular event/activity, we will only retain certain detailed information that we need for the purposes of event/activity administration for as long as necessary to serve that purpose. In order to conduct long-term evaluation, tracking and research about access to Higher Education, and in relation to certain events/initiatives only, we will retain your personal information as follows:

- until the end of the academic year in which you reach the age of 30 (or, if you are a mature student, for 10 years from the point you provide it);
- if you enter Higher Education within this time, until 15 years after you graduate.

After these periods, any personal information will be removed from our records, but we may continue to retain and process your information in an anonymised form. If you wish to find out more about these uses of your personal data, or at any time wish to object to your data to be held and used, please contact us at: [linchigher@bishopg.ac.uk](mailto:linchigher@bishopg.ac.uk), or you can ask your school or parent/carer to contact us on your behalf.

### Who will process my personal information?

The information published here applies to the use of your personal information by LiNCHigher. The data controller is LiNCHigher at Bishop Grosseteste University.

For the purposes of the data processing explained here, the universities are the data controllers. For the purposes of data linking by EMWPREP, they are the data controller.

### **How can I access my personal information?**

You have the right to access the personal information that is held about you by LiNCHigher. Get in contact at [linchigher@bishopg.ac.uk](mailto:linchigher@bishopg.ac.uk) if you want to access your data.

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

### **Who can I contact?**

If you have any questions about how your personal information is used, please contact the LiNCHigher team ([linchigher@bishopg.ac.uk](mailto:linchigher@bishopg.ac.uk)).

### **How do I complain?**

If you are not happy with the way your information is being handled please let us know. If you are not happy with our response, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF ([www.ico.org.uk](http://www.ico.org.uk)).

### **Are changes made to this webpage information?**

This information will be held in the Privacy Notice section of our website [www.linchigher.co.uk](http://www.linchigher.co.uk). The website will tell you the latest date an update was made. It is reviewed when necessary and at least annually. Any changes will be published on the website.