

Privacy Notice- Targeted Learner Consultation

Aims of the Consultation

We want to improve our targeted learner events that we run for students before they come to university. This does not involve any specific decisions or measures in respect of the individuals who participate in the learner consultation.

Why have I been invited?

You have been invited to take part because you have experience of either being in local authority care or receiving support from your university disability support service.

Do I have to take part?

No. You are free to decide whether you wish to take part or not.

Do I have to provide personal information?

No. You do not have to provide your name and contact details to take part in the consultation. However, if you are interested in participating in one of our focus groups, please do provide your name and contact details where indicated.

If you decide later that you do not wish to take part in a focus group, please contact us using the gmlhigher@mmu.ac.uk e-mail address. You do not need to give any reason for withdrawing your interest. We will delete your name and contact details.

What will happen if I take part?

It is intended that a report summarising the findings from the focus group discussions will be produced in summer 2020 to inform the planning of our activity for 2020-21 academic year.

The report produced from this consultation will not include your name and details. This is to ensure you and the other participants cannot be identified.

The data will be destroyed 12 months after the findings have been analysed and written up in a report.

What are the benefits (if any) of taking part?

Should you wish to take part, the information you provide us with will be used to help guide the types of outreach activity (e.g. talks, presentations, university visits) offered to target learners by Greater Manchester Higher and its partner universities and colleges.

What are the risks (if any) of taking part?

As far as we are aware, there are no risks to you in taking part in this study.

How will information about me be used?

The information collected in the consultation will be used to inform the planning of our activity for 2020-21 academic year and will not be kept for other research studies.

Lawful basis for processing

As a public authority acting in the public interest we rely upon the 'Public task' lawful basis to process their personal data for these purposes. Our public interest is to: promote and widen access to higher education, particularly amongst underrepresented groups

Who will have access to information about me?

Your confidentiality and anonymity (privacy) will be protected during and after the evaluation as explained above. Only Greater Manchester Higher staff will have access to the data, which will be destroyed 12 months after the data has been analysed.

We use the services of [survey provider] to assist us to deliver and administer the Targeted Learner Consultation. This is under specific data protection compliant terms and conditions, which ensure confidentiality of information.

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You must be aware that Greater Manchester Higher staff have to work within the confines of current legislation about privacy and confidentiality, data protection, and human rights, and so on rare occasions your right to confidentiality may be over-ridden by law. For example, in circumstances where there are concerns over any actual or potential harm to yourself or others, Greater Manchester Higher staff must pass this information to the relevant authorities.

What if there is a problem?

If you have any concerns about any aspect of this consultation, you can speak to Greater Manchester Higher who will do their best to answer your questions. They can be contacted at gmhigher@mmu.ac.uk

For more information about GM Higher and how we use personal data, please see our student privacy notice: gmhigher.ac.uk/wp-content/uploads/2019/10/GMH-Student-Privacy-Note-update-SEP-2019.pdf

Finally, if you want to obtain information about data protection at the University, your data subject rights, how to exercise them and contact information for the University's Data Protection Officer, please refer to the University's Data Protection Pages (available at mmu.ac.uk/data-protection/)

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APPENDIX 1

Who are we?

Greater Manchester Higher (**GM Higher**) is a programme run by Universities and Further Education Colleges in the Greater Manchester area to help increase the number of students making the choice of progressing onto higher education. The programme is part of the Uni Connect programme led by the Office for Students (**OfS**). The programme is led by Manchester Metropolitan University (**MMU**) and its members include the education institutions listed below:

List of organisations we will have access to the summarised results of the focus group

GM Higher partners



Data Protection Information

The lead GMH member (**MMU**) are the **Data Controller** in respect of the personal data you submit on this form. The GMH members rely on your consent to process your personal data for the purpose stated above. You have a range of rights in relation to your personal data including the right of access and to request deletion, amendments and that we stop using your data for a particular purpose. If you want to exercise these rights or wish to speak to us for any other reason about your personal data please contact us at: gmlhigher@mmu.ac.uk. The Data Protection Officer for the lead **GM Higher** member (**Manchester Metropolitan University**) can also be contacted via: legal@mmu.ac.uk. Finally, you have the right to make a complaint about the way your personal data has been used with the Information Commissioner's Office: <https://ico.org.uk/global/contact-us/>