

## GMH Privacy Notice and GDPR Compliance

**2023/24**

The Greater Manchester Higher (GMH) data collection process has been signed off by the host Legal Department within Manchester Metropolitan University.

### 1. Purpose of this Notice

This Notice explains how we collect and use learner's personal data.

The Manchester Metropolitan University is the Data Controller for the learner data we collect. The University is registered as a Data Controller with the Information Commissioner's Office and manages personal/learner data in accordance with the University's Data Protection Policy.

Throughout this Notice, "University", "we", "our" and "us" refers to the Manchester Metropolitan University, "GMH" refers to Greater Manchester Higher and "learner" refers to those learners who engage with our activities and complete activity evaluations. It also covers information we must keep after activities and evaluations have been completed.

### 2. Who we are and what we do

Greater Manchester Higher (GMH) is a programme run by Universities and Further Education Colleges in Greater Manchester which aims to increase the number of young people making the choice of progressing into higher education.

GMH deliver a range of activities with schools and learners to raise awareness of the benefits of higher education, and remove barriers to HE progression for those from under-represented groups. GMH, and the Universities and Further Education Colleges delivering these activities, are expected to evaluate the work to demonstrate the impact it is having.

The programme is led by Manchester Metropolitan University (the University) and forms part of the Office for Students (OfS) Uni Connect Programme.

### 3. Our Partners

The programme involves 17 partner organisations who will share the personal data of learners in the Greater Manchester area. Our partner organisations include Universities and Colleges, and a full list can be found in Appendix 1.

### 4. Why we collect data?

We use the information we collect to help us track the long-term outcomes of our activities (e.g. progression to university). We use all of this to help us evaluate the project, which allows us to assess whether the activities we are offering are effective, and whether government funding is being spent in the best way.

We also need to collect information so we can let the OfS know how many learners from target wards have taken part in our activities, and so that we can share it with organisations who evaluate these types of activities across the whole country to see if the activities delivered by lots of different universities are providing positive outcomes for young people.

## 5. What data do we collect?

The University collects and processes a range of learner data in order to deliver our activities, manage our operations effectively, and meet certain legal requirements. The information we collect is added to a database called HEAT, which is managed by the University of Kent. We collect the following information:

- Name
- Date of Birth
- Postcode
- School/College name
- Gender
- Ethnicity
- Year Group

We also collect the following “sensitive personal data”. This is because we work with groups of young people who are under-represented in Higher Education, and who face specific barriers. Being able to identify these characteristics allows us to work in a more targeted way.

- Disability
- Young carer
- Experience of care
- Military family
- Asylum seeker or refugee
- Eligible for pupil premium funding
- Gypsy, Roma, Traveller, Showmen, Boatmen (GRTSB)
- Parent/Carer education

For some of our sustained and progressive programmes (e.g. Summer Schools) we may collect additional data, such as medical conditions and allergies, for safeguarding and health and safety reasons.

In addition to the above, we set out in **Table 1** of this Notice the other purposes for which we will process learner data, together with the legal basis for doing so and the categories of third parties with whom we share this data.

## 6. What is our legal basis for processing within UK GDPR?

As a public authority acting in the public interest we rely on ‘**Public task**’ as a lawful basis to process personal data for these purposes. Our public interest is to promote and widen access to higher education, particularly amongst under-represented groups (UK GDPR Articles 6, 9 and 36).

Our clear basis in law is the Higher Education (Access and Participation Plans) (England) Regulations 2018, in particular:

- S2(1)(f) which states that Higher Education Institutions shall monitor and evaluate their compliance with the provisions set out in their access and participation plans (APP), and their progress in achieving the objectives set out in the plan
- Furthermore, s2(1)(g) states that Higher Education Institutions shall provide the Office for Students (OfS) with such information as it may reasonably require from time to time regarding the contribution that the institution has made towards furthering equality of opportunity.

## 7. Where do we get learner data from?

We obtain or receive learner data from the following sources:

- **Directly from the school (Controller to Controller)** – Schools provide us with the personal details of their learners. This allows us to create activity registers, and undertake evaluation and longitudinal tracking in order to demonstrate the impact of our work.
- **Activity Registers** - We use activity registers to record involvement in GMH activities. Where we obtain learner data from third party sources, we ensure they have lawful authority to provide us with the data.
- **Evaluation forms** – We collect information on evaluation forms in order to gauge the impact and effectiveness of our activities, and may link evaluation responses to individual learner records to provide evidence of the impact of interventions on individual learners.
- **Via online portals** – We may occasionally collect learner data via online portals such as mentoring platforms and online surveys. In these instances, the collection and sharing of such data will be covered in data sharing agreements with providers.

## 8. Who will we share the data with?

Learner data is stored with the institution/provider that collects it and securely transferred to Greater Manchester Higher for monitoring and evaluation purposes. On occasion it may be shared with Hub Manager if they request pupil attendance for their schools. Any other data sharing would be anonymised. Learner data will be transferred to the University of Kent for the provision of the HEAT service, allowing them to monitor and evaluate learners' progression to further education, higher education and/or into employment.

Aggregated postcode information at a ward level may be shared with a number of other public bodies, including:

- Organisations such as CFE Research and Ipsos Mori, who are commissioned to conduct elements of the National Evaluation of Uni Connect;
- the Higher Education Access Tracker (HEAT) allowing them to monitor and evaluate learner's progression to further education, higher education and/or on into employment\*;
- the Office for Students (OfS);
- the Higher Education Statistics Agency (HESA);
- the Department for Education (DfE);
- the Universities and Colleges Admissions Service (UCAS);

\*GMH is mandated by the OfS to share data with the Higher Education Access Tracker (HEAT) database.

## 9. Retention and disposal

We only retain learner data for as long as is necessary and in accordance with the University's Retention and Disposal Schedule. Specifically, we retain learner's personal data in accordance with function 324 of the Schedule, which is until the learner reaches the age of 30 or 15 years after graduation.

## 10. Data subject rights

Learners have the right to opt out/request erasure of their personal data, meaning data will be withdrawn/deleted. To opt out, please write to: [gmhigher@mmu.ac.uk](mailto:gmhigher@mmu.ac.uk) in the first instance.

Furthermore, learners have the following data subject rights:

- Right of access – learners may also request a copy of the information which is held about them.
- Right to rectification – learners may request that inaccurate or incomplete information is corrected.
- Right to approach the University Data Protection Officer about the processing of personal data.

Please write to [dataprotection@mmu.ac.uk](mailto:dataprotection@mmu.ac.uk) to exercise these rights. Learners also have the right to contact the Information Commissioner's Office to complain about the use of personal data. Please see: <https://ico.org.uk/global/contact-us/>, for further information.

## 11. What else do you need to know?

Greater Manchester Higher has completed a **Data Protection Impact Assessment (DPIA)** which contains the information outlined in this document.

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**August 2023**

**Table 1:**

Privacy Notice No.	Specific Purposes	Legal Basis
1.	Processing of safeguarding concerns to ensure the safety and wellbeing of learners.	Legitimate purpose of ensuring the safety and wellbeing of learners.
2.	Monitoring learner attendance at GMH activities.	As a public authority acting in the public interest we rely on 'Public task' as a lawful basis to process learner's personal data for these purposes. Our public interest is to promote and widen access to higher education, particularly amongst underrepresented groups.
3.	To monitor our compliance with equalities legislation.	Legitimate purpose of seeking to widen access to higher education, encourage diversity amongst the student body, provide appropriate support and comply with the University's obligations under the Equality Act 2010.
4.	Administration of evaluations via learner surveys, focus groups, interviews and a number of evaluative methodologies.	As a public authority acting in the public interest we rely on 'Public task' as a lawful basis to process learner's personal data for these purposes. Our public interest is to promote and widen access to higher education, particularly amongst underrepresented groups.  Contributing to the national evidence base on the impact of outreach and WP activity.
5.	For research and statistical analysis via the Higher Education Access Tracker (HEAT)	As a public authority acting in the public interest we rely on 'Public task' as a lawful basis to process learner's personal data for these purposes. Our public interest is to promote and widen access to higher education, particularly amongst underrepresented groups. This allows us to track the longitudinal outcomes of learners who engage in our activities, and meet OfS mandated requirements.
6.	Production of statistical returns required by certain third party bodies e.g. the Office for Students.	Necessary for performance of a task in the public interest, namely research and analysis into higher education access.

7.	To the Higher Education Statistics Agency, the Higher Education Funding Council and Government Departments such as the Department for Education, for the analysis of student statistics and/or to enable them to carry out their statutory functions as applicable. For more information on the information shared with HESA please refer to HESA's privacy notice (this disclosure may include sensitive personal data about ethnicity, sexual orientation, gender reassignment and religion).	Necessary for the performance of a task in the public interest (statutory functions or responsibilities of Government Departments and public bodies) and for statistical and research purposes in the case of disclosures of sensitive personal data.
8.	To close family or next of kin and emergency services where there is an emergency situation such as illness or serious injury.	Processing necessary to protect the vital interests of learners or for the legitimate purpose of ensuring the safety and wellbeing of learners.
9	To other institutions the University jointly conducts research work with or contracts to conduct research work on behalf of the University.	Necessary for scientific research, statistical purposes, and contributing to the national evidence base on the impact of outreach and WP activity.
10	To the University's insurers in respect of accidents or incidents occurring with the institution and external auditors and external regulators such as the Health and Safety Executive.	<p>Legitimate purpose of managing our insurance claims or reporting such incidents to regulators and auditors.</p> <p>Disclosures of sensitive personal data in this context will be made where explicit consent has been obtained, disclosure is in the substantial public interest or, where necessary, for establishment, exercise or defense of legal claim.</p>

**Table 2: Manchester Metropolitan University Records Retention and Disposal Schedule**

Function	Sub function	Records	Retention Period	IAM
325		Records of activities undertaken as part of the Greater Manchester Higher (GMH) partnership. GMH is a collaboration of universities and FE colleges across Greater Manchester led by Manchester Met. This asset includes operating plans, monitoring reports, and reports of the activity and impact of the project. This includes details of engagement with the programme through registers collected by one of the partners in the project.	E Electronic copies – as set out in HEAT Data Sharing Agreement; Retention Schedule ID 322	Peter Riley (Head of Widening Participation).

**1: Our Partners**

- Royal Northern College of Music;
- Salford City College;
- Tameside College;
- The Manchester College;
- The Oldham College;
- The University of Bolton;
- The University of Manchester;
- The University of Salford;
- The Trafford College Group;
- Wigan and Leigh College