

GMH NCOP data collection processes have been signed off by the host legal department within Manchester Metropolitan University.

1. Who are we?

- Greater Manchester Higher (GMH) is a collaborative network of higher education providers in Greater Manchester who are working together to provide high quality, impartial information, advice and guidance about higher education. GMH is one of 29 consortia within the National Collaborative Outreach Programme (NCOP). The aim of the programme is to work towards the government's goal of doubling participation in HE amongst disadvantaged groups by 2020.

2. Who are the partners?

- The programme involves 17 partner organisations who will be sharing personal data from an approximate cohort of 34,000 learners within the Greater Manchester area (Please see the attached Destination Tracking Form for a list of partners).

3. What are we doing?

- The programme is highly targeted. Data has been provided by the Higher Education Funding Council for England (HEFCE) around electoral wards where HE participation is lower than expected based on key stage 4 attainment. The work of GMH focuses on providing intensive activities with learners from year groups 9 -13 who reside in 45 identified wards in the Greater Manchester area.

4. What data are we asking permission to collect and process from learners?

For the purposes of **processing** learner data and **tracking** learners into future FE/HE/employment pathway:

- We will routinely collect and process a learners: **a) First name; b) Surname; c) Date of birth; d) School/College/Sixth form attended; e) Year group; and their f) Home postcode.** In some instances, but very rarely, we may ask for an **email address and their contact telephone number.** The purpose of processing this data is to monitor and evaluate learner activity and the benefits are that the GMH programme can make a judgement on what activities work and why they work as well as assisting learners in their progression to university/higher education.
- Learners have the right to refuse consent to the collection and processing of their data. They also have the right to complain about the use of their data and in some circumstances have the right to have their data withdrawn/deleted.

Sustained/progressive programmes

- Where a learner is engaged in one of our sustained/progressive programmes (e.g. Summer School, etc), we may ask them about their: **a) Gender; b) Medical conditions; c) Disabilities; d) Allergies; and their e) Ethnicity.** The purpose of processing this additional data is to inform planning around activities and the benefits are that additional safeguarding/health and safety protocols are in place for these activities.

5. What is our legal basis for processing within the EU GDPR?

- The legal basis that GMH uses to process learner data is **Consent.** This means that we must ask for and receive the learners informed consent (permission) to process and share their data.

6. How do we collect their data?

- We collect learner data in a variety of ways, but primarily in four ways: 1) Destination Tracking Forms; 2) Activity Registers; 3) Evaluations and 4) via online portals.

7. What is the purpose for doing it?

- The purpose of processing this data is to monitor and evaluate learner activity which will allow the GMH programme to make judgement on what activities work and why they work as well as assisting learners in their progression to university/higher education.

8. Who will we share the data with?

- All of the data that the learners' submit will be stored 1) with the institution/provider that collects it and 2) transferred to Greater Manchester Higher for monitoring and evaluation purposes. Aggregated postcode information at a ward level may be shared with a number of other public bodies, such as:
 - CFE Research, who are conducting a National Evaluation of NCOP;
 - the Higher Education Access Tracker (HEAT), allowing them to monitor and evaluate students 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); and
 - the Universities and Colleges Admissions Service (UCAS);

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

9. What are the benefits of sharing the data?

- The benefits of sharing the data (to GMH/HEAT/learners/educational establishments, etc) are:
 - to allow us to have a knowledge of student participation in targeted interventions;
 - whether there has been an increase in learner progression to HE;
 - having learners be a part of a targeted programme that delivers impartial advice and guidance about the HE sector;
 - building learner confidence in making appropriate life choices; and
 - the wider public knowing that more young people are choosing to improve their future life opportunities.

10. GMH has completed a **Data Protection Impact Assessment (DPIA)**, which contains the information outlined above.