

Student Privacy Note

Greater Manchester Higher (**GMH**) 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. A list of GMH partners and organisations we may share your information with is provided in Appendix I. The programme is part of the National Collaborative Outreach Programme (**NCOP**) led by the Office for Students (**OFS**). The programme is led by Manchester Metropolitan University (**MMU**) and its members

Greater Manchester Higher needs to collect and process personal data in order to provide activities to students, manage its operations effectively and meet certain legal requirements.

Purpose of this Notice

This Notice explains how we collect and use your personal data.

The Manchester Metropolitan University is the Data Controller for personal data we process about you. The University is registered as a Data Controller with the Information Commissioner's Office and manages personal 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 "you" and "your" refers to those students who engage with our activities and complete activity evaluations. It will also cover information that we must keep after you have completed those activities and evaluations.

Changes to this Notice

This notice was last updated on 1st April 2019.

Anything you are not clear about

If there is anything you are unclear about, please contact gmhigher@mmu.ac.uk in the first instance, who will answer any queries you may have concerning this Notice or the way in which we process your personal data. The designated owner for the Notice can also be contacted using the details found at the end of this Notice.

Where does the University get your personal data from?

We obtain or receive personal data about you from the following sources:

- Destination Tracking Consent Forms - where you provide your personal details for the purposes of providing consent for us to monitor your involvement in our activities, complete evaluations and allow for longitudinal tracking in the Higher Education Access Tracker (HEAT) system; and
- From Activity Registers used to record your involvement in GMH activities. Where we obtain personal data from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data;
- From evaluation forms that are used to gauge the impact of our activities and in some instances, the effectiveness of the activity;

Categories of Personal Data Being Processed

The University collects and processes a range of personal data about you in order to deliver our activities to you as a student, manage our operations effectively and meet certain legal requirements. Examples of this personal data will include your first name, last name, date of birth (initially through our Destination Tracking Consent Form), the year group you are currently in and your home postcode.

Personal data may also contain "sensitive personal data". "Sensitive Personal Data" means information about your Special Category Data (as defined below). We only ask for certain types of 'Special Category Data' such as Personal Data about your medical conditions; disabilities; allergies and racial or ethnic origin.

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The purpose of processing this Special Category Data is to inform planning around particular activities, such as Summer Schools, and the benefits are that additional safeguarding/health and safety protocols are in place for these activities.

Your personal data is also used to register learners on GM Higher outreach activities (activities aimed at raising awareness of and encouraging entry to Higher Education). This data may be shared with third parties and partners involved in delivery of the events or activities.

The purposes for which we process your personal data and the legal basis for that processing

The University collects and processes a range of personal data about you in order to deliver our activities to you as a student, manage our operations and maintain our records effectively, and meet certain legal requirements. Examples of such services include our campus visits, in-school activities or activities by third parties.

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

Recipients of personal data

We may disclose personal data about you to third parties listed at the end of this notice. For further information about the purpose and lawful basis upon which we rely to make any disclosures, please refer to Table 1.

Retention of Your Personal Data

The University retains your personal data in accordance with Function 284 in the University's Retention and Disposal Schedule: <http://www.mmu.ac.uk/records-management/retention-and-disposal-schedule.php>

Some types of personal data are retained long after your studies have ended, for example, so that we can show the impact of our activities. Other types of data, particularly if sensitive, may only be retained for a short time.

Unwanted Communication

We will not as a matter of course communicate with you by email, post, telephone, text and social media. Where we choose to do this, if at any stage you are concerned about the content of these communications, e.g. unwanted marketing information, then:

- please follow any available unsubscribes links or instructions in the communications; or
- contact the Marketing and Communications Officer at gmhigher@mmu.ac.uk.

Transfers to third party countries

We may share your personal data with organisations within the United Kingdom, but we will still ensure that there are appropriate safeguards in place to protect your personal data.

Your Rights As a Data Subject

We thought it would be helpful to set out your rights as a data subject below. You have the right to:

- Access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you;
- To be forgotten, that is your details to be removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways

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- To obtain a copy of your personal data in a commonly used electronic form (data portability)
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications.
- To request human intervention where automated decisions (including profiling) have legal or similarly significant effects

If you wish to exercise any of the above rights, please contact the University's Data Protection Officer via: legal@mmu.ac.uk

Concerns and Contact Details

If you have any concerns with regard to the way your personal data is being processed or have a query about this Notice, please contact the Monitoring & Evaluation Manager at gmhigher@mmu.ac.uk in the first instance.

Our postal address is Greater Manchester Higher, Manchester Metropolitan University, All Saints, Oxford Road, Manchester, M15 6BH.

The MMU data controller registration number provided by the Information Commissioner's Office is Z5710637.

You have a right to complain to the ICO about the way in which we process your personal data. Please see: <https://ico.org.uk/concerns/handling/>

Greater Manchester Higher may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01/04/2019. This policy will be reviewed on an annual basis by the GMH Monitoring and Evaluation Stakeholder Sub-group.

Appendix I

How will we use your data?

When requesting your consent, we will ask for your first name, surname, date of birth, the school you attend, your year group, your home postcode and the 1st line of your address. This is in case you do not know your full postcode. We use this data for monitoring and evaluating the effectiveness of our programme. We will not be using this information for direct marketing purposes.

On other forms, you will also have an opportunity to give us feedback on how you feel about the NCOP Outreach activities you get involved with and these will primarily ask you for the name of the school you attend, the year group you are in and the your home postcode.

Whoever is leading the activity you are attending will be collecting this data and this will be passed on to the GMH team. The information will be collected using a number of different methods, including different types of evaluation.

List of organisations we will share your data with

GMH may also share your data with third parties; including organisation with whom we may have worked with to organise **GMH** activities or research. These are:

- **GMH partners**

Ashton Sixth Form College	Manchester Metropolitan University
University of Bolton	Royal Northern College of Music
Bolton College	University of Salford
Bury College	Salford City College
Holy Cross 6 th Form College	Stockport College
Hopwood Hall College	Tameside College
University of Manchester	Trafford College
The Manchester College	University Campus Oldham
	Wigan and Leigh College

- **CFE Research** who are conducting a full national evaluation of NCOP
- The Higher Education Access Tracking (**HEAT**) service, who monitor and evaluate outreach activity by Higher Education providers. This will apply to **HEAT** storing your data or to any third party organisation that they may use to manage their database. Reports that they generate are anonymised and aggregated to Ward level.
- **HEAT** may in turn share your data, for research purposes only, with organisations who have an official right to process educational data. This may include Government departments or agencies such as:
 - The Office for Students (**OfS**)
 - Higher Education Statistics Agency (**HESA**) or
 - Non-government organisations such as **UCAS** (application system for University/HE)

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Students Privacy Notice No	Specific Purposes	Legal Basis
1.	Processing of safeguarding concerns to ensure the safety and wellbeing of our students	Legitimate purpose of ensuring the safety and wellbeing of our students
2.	Monitoring student attendance at GMH activities	Consent to ensure access to activities that contribute to students making appropriate life choices in relation to progressing to Higher Education
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 student surveys, focus groups, interviews and a number of evaluative methodologies	Consent from students who complete various evaluation methodologies
5.	For research and statistical analysis into the Higher Education Access Tracker (HEAT)	Consent to analyse student data to attendance at a variety of activities that will contribute to showing the impact of the project, namely research and analysis into higher education access
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 vital interest of students or for the legitimate purpose of ensuring the safety and wellbeing of our students

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Students Privacy Notice No	Specific Purposes	Legal Basis
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 or statistical purposes
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	Legitimate purpose of managing our insurance claims or reporting such incidents to regulators and auditors. 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 defence of legal claim.

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Table 2 - Manchester Metropolitan University Records Retention and Disposal Schedule - May-2018

Function	Sub function	Records	Retention Period	IAM
284		Greater Manchester Higher records documenting the activities involved between the collaboration of universities and FE colleges across Greater Manchester to provide outreach activities.	Electronic sources – as set out in HEAT Data Sharing Agreement Online Survey – 3 years after the end of the programme	Peter Riley (Head of Widening Participation)