**University of Northampton Privacy Notice**

This privacy notice is to inform you about the information we collect about you from your school/college this is to enable us to analyse our projects which help school age pupils learn about and consider University Education. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, why and how we use your data, and about the rights you have.

We are The University of Northampton, Waterside Campus, University Drive, Northampton, NN1 5PH. You can contact us by post at the above address, by email at recordsmanager@northampton.ac.uk or by telephone on +44 1604 892823. We are required to have a Data Protection Officer, so any enquiries about our use of your personal data should be addressed to Data Protection Officer at these contact details. You can also ask us to stop using your information once collected at any time and the simplest way to do this is to send us an email, or telephoning us using +44 1604 892823

We will use your information to evaluate the impact of the University’s Widening Access funding in relation to the institutions Access and Participation Plan. It is in the Public Interest for us to do this, and we will only use the data for the said research and evaluation.

Your information is stored in a national database called HEAT, and it is not sent outside of the UK. We will not use the information to make any automated decisions that might affect you.

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate using the contact details above. You can also ask for it to be erased and you can ask for us to give you a copy of the information. Data may be retained until the student has reached their 30th Birthday. If you would prefer UON to stop processing your information at any time, please contact recordsmanager@northampton.ac.uk at any time

Your right to complain - If at any time you have a complaint about our use of your information, please contact our Data Protection Officer. If after that you are still dissatisfied you can contact the Information Commissioner’s Office via their website at www.ico.org.uk/concerns or write to them at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Below are links to the privacy notices for the HEAT database and the Office for Students.

|  |  |
| --- | --- |
| HEAT | Office for Students |
| <https://heat.ac.uk/privacy-notice>  A qr code with a few squares linking to the privacy notice | [www.officeforstudents.org.uk/ofs-privacy/privacy-notice](http://www.officeforstudents.org.uk/ofs-privacy/privacy-notice)  A qr code on a white background linking to the Office for Students webpage |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child/Dependants Details** | | | | | | | | | | | | |
|  | |  | |  | |  | |  | |  |  | |
| First Name | |  | | | | Last Name | |  | | | | |
| Date of Birth | |  | | | | Postcode | |  | | | | |
| Name of School | |  | | | | | | | | | | |
| Gender | | | | | | Female | | Male | | Other | Prefer Not to Say | |
| Is the child classified as a 'Looked after child' (Under a care order) | | | | | | | | Yes | | No | Prefer  Not to Say | |
| Is the child from a service family | | | | | | | | Yes | | No | Prefer  Not to Say | |
| Is the child receiving free school meals? | | | | | | | | Yes | | No | Prefer  Not to Say | |
|  | |  | |  | |  | |  | |  |  | |
| Ethnicity | | | | | | | | | | | | |
| Arab | Asian or Asian British  - Bangladeshi | | Asian or Asian  British  - Indian | | Asian or Asian British - Pakistani | | Black or Black British  - African | | Black or Black British  - Caribbean | | | Chinese |
| Gypsy or Traveller | Irish Traveller | | Mixed -  White and Asian | | Mixed -  White and Black African | | Mixed -  White and Black Caribbean | | Other Asian  background | | | Other Black  background |
| Other Ethnic  background | Other Mixed  background | | Other White  background | | White | | White - British | | White - Irish | | | White - Scottish |
| Prefer not to say | | | | | | | | | | | | |
|  | |  | |  | |  | |  | |  |  | |
| Does the child have a registered disability? | | | | | | | | Yes | | No | Prefer  Not to Say | |
| Is the child currently in care? | | | | | | | | Yes | | No | Prefer  Not to Say | |
| Are either of the parents/legal guardians actively serving in the military? | | | | | | | | Yes | | No | Prefer  Not to Say | |
| Does the child receive Free School Meals? | | | | | | | | Yes | | No | Prefer  Not to Say | |
|  | |  | |  | |  | |  | |  |  | |
| As part of the research, we track data we receive to measure the long-term impact and outcomes of the activities in order to help us better design future engagements | | | | | | | | | | | | |
| Are you happy for us to use the named persons data in this manner? | | | | | | | | | | Yes | No | |
| Name of Parent/Carer | | | |  | | | | | | | | |
| Relationships to Child/Dependant | | | |  | | | | | | | | |
| Signature | |  | | | | | | Date | |  | | |