

## WHO ARE WE?

Known locally as FutureHY, we are a partnership between Askham Bryan College, Craven College, CU Scarborough, Harrogate College, Scarborough TEC, Selby College, the University of York, York College, York St John University, City of York Council, North Yorkshire County Council, NYBEP, York Cares, North Yorkshire Coast Opportunity Area, NCS Trust Ltd, Flying Futures and York, North Yorkshire & East Riding Local Enterprise Partnership. The function of the partnership is the delivery of the National Collaborative Outreach Programme (NCOP), a national programme funded by the Office for Students (OfS), aiming to promote the benefits of university and other forms of higher education among under-represented groups.

FutureHY's work will focus on providing events and activities in areas where progression of young people to higher education (HE) is low, despite relatively high GCSE results when compared to other areas of low participation. Activities can include mentoring, residential trips and university visits.

## WHO IS THE DATA CONTROLLER?

The lead institution for FutureHY is York St John University which acts as the data controller. All personal information gathered and held by York St John University is treated with the care and confidentiality required by the data protection legislation (the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR); Data Protection Act 2018).

## WHAT INFORMATION DO WE COLLECT?

When you take part in FutureHY project activities we require some personal information which is collected using our Membership Form. We use this information to provide evidence of your attendance to our funding body, and to monitor the impact of FutureHY.

This information includes:

- Personal information including your name, postcode and date of birth
- Personal characteristics including gender, ethnicity, disability and/or health
- Information relating to your education history including the school(s), sixth form college(s) and other colleges you have attended
- Special categories of data and information such as whether your immediate family have been to university, whether your parent(s) have served in the Armed Forces and whether you have ever been in care or consider yourself as a young carer

## WHEN DO WE SHARE PERSONAL DATA?

We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law. Your data will not be transferred, stored or processed outside of the EU.

We will share the personal information we collect and process with the Office for Students, and Department for Education (who fund our activities), members of the FutureHY partnership (listed above) and companies or organisations providing specific services to or on behalf of FutureHY, including but not limited to:

- HEAT (Higher Education Access Tracker) secure database. We use this database in order to keep a record about your participation in the project, including details of your engagement with individual FutureHY activities and HE progression data (further study post-18)
- Glasscubes (FutureHY use this service to securely transfer data)

We may also share your data with one or more of the following receiving organisations:

- The schools and colleges that the learners we work with attend
- The Local Authorities of the schools and colleges that the learners we work with attend
- Third party activity providers working in association with FutureHY
- The national evaluators of our programme, CFE Research

**PLEASE TURN OVER**

# PRIVACY NOTICE 2020/21

## WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA?

The GDPR requires us to establish a legal basis for processing your information. For the purpose of this privacy notice the processing is covered under GDPR Article 6 (1)(a) where processing is based on consent and the controller shall be able to demonstrate that the data subject has consented to processing of their personal data. You have the right to withdraw your consent at any time and can do so by emailing York St John University at [us@yorks.ac.uk](mailto:us@yorks.ac.uk).

For special category data, processing is covered under GDPR Article 9(2)(a) where the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

## WHAT RIGHTS DO YOU HAVE IN RELATION TO YOUR DATA?

You have the following rights regarding your personal data which is processed under the lawful basis of your consent:

- You have the right of access to your data
- You have the right to correct your data if it is incorrect
- You have the right to ask for your data to be deleted
- You have the right to ask for a copy of your data to be transferred to another organisation
- You have the right to withdraw your consent at any time

If you wish to exercise your rights, please contact York St John University at [us@yorks.ac.uk](mailto:us@yorks.ac.uk).

## HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Once we no longer need the personal data we have collected or have reached the date of deletion it will be securely destroyed in accordance with the York St John University Records Retention Schedule.

## HOW TO CONTACT US

If you would like to find out more about the programme, the uses of your personal data, or at any time have your data removed from our systems, please contact us at [futurehy@yorks.ac.uk](mailto:futurehy@yorks.ac.uk).

For enquiries about Subject Access Requests or if you have a Data Protection query or complaint, please contact The University's Data Protection Officer: Amanda Wilcox, University Secretary, York St John University, Lord Mayor's Walk, York, YO31 7EX - tel: 01904 876844, email: [a.wilcox@yorks.ac.uk](mailto:a.wilcox@yorks.ac.uk)

## PLEASE NOTE

You also have the right to lodge a complaint about the processing of your personal data with the Information Commissioner's Office. Contact details for the ICO can be found at [www.ico.org.uk](http://www.ico.org.uk).

