

## **What is Aspire to HE?**

Aspire to HE is a nationally funded project that is based at the University of Wolverhampton. We work with lots of schools and colleges to help young people across the Black Country, Telford and Wrekin make informed and ambitious decisions about higher education and their future.

## **Your Privacy**

We are committed to protecting your information. This notice explains how the Aspire to HE (Data Controller) collect and process your personal information.

Your school or college will provide the information we ask, we promise it will be put on a secure database in line with the Data Protection Act 2018. Only people who work for Aspire to HE, The University of Wolverhampton and our College partners will be able to see it – and even though they can see it they can't use it for anything we haven't told you about in this privacy notice.

Information will be stored in The Higher Education Access Tracker (HEAT) database – this is secure and lots of other universities use this trusted system.

If you apply to university in the future no one will know that you have been involved in Aspire to HE. We won't use your information in any way that will adversely affect you.

When we report to the Office for Students (our Funders) no personal data is shared – we tell them things like; how many people have been on our activities, what kind of activities they took part in and the area of the country they live in. We have to do this in order to carry out our task.

Any time data is shared we will ensure that it is done in accordance with the Data Protection Act 2018. We will not sell your data to anyone and we will not contact you in any way. No marketing/ no calls or letters from us and no calls or letters from our partners.

We may retain your personal information for up to 4 years after the NCOP programme closes or until your 25<sup>th</sup> birthday (whichever comes first). After this time, we may use your data to undertake research into the effects of the programme but you will not be identifiable.

## **Why do we collect your data?**

We are collecting data about you to enable us to carry out the project, to assess the impact of this project and to track your progress through your educational journey. Personal data is the data that we will collect from you from which, either on its own or in combination with other information, you can be identified. Without collecting your data we would not be able to give a full picture of the impact we are having and report the importance of continued funding to support young people to access higher education. We need your personal data so that we can fulfill the requirements of our public task from the Office for Students and supporting young people into Higher Education. Processing your data will not affect your interests, rights or freedoms.

## **How do we use your Data?**

We process your data to allow us to identify you as a participant, measure your participation in the activities, track your journey through education, assess equality of opportunity and to

produce reports about our project and the impact or delivery we have provided. We will only process your data for the purpose of this project.

## **What Information Do We Collect?**

- Full name
- The name of School or College you attend
- Date of birth
- Gender
- Home postcode (needed for statistical reasons only, we will not contact you using this information)
- Ethnicity
- Disability status
- Free school meals
- Looked after status (if the child is in care)

If you are on our database (HEAT) we can get information about you if you apply to university – this is all provided by The Universities and Colleges Admissions Service (UCAS), The Office for Students (OfS) and The Higher Education Statistics Agency (HESA) to track your progress. **This will not affect your application in any way** – no one will be told you were part of Aspire to HE.

The personal information we collect about you includes “special categories” data – this is information about your racial or ethnic origin and physical or mental health. Collecting and processing your special category data will not affect your interests, rights or freedoms in any way. We do not share this information on an individual level with any one, it is only processed to allow us to gain more information about how or who to help and support with our service.

## **Rights of Data Subjects**

- a) Right to request a copy of your information. You can request a copy of all the information which we have about you (this is known as a subject access request). Requests should be made in writing by email to: [dataprotection@wlv.ac.uk](mailto:dataprotection@wlv.ac.uk)
- b) Right to correct mistakes in your information. You can ask us to correct any mistakes in the information which we have about you, free of charge. If you would like to do so, please write to us (see ‘Contact Us’ below) and provide us with enough information to identify you, as well as, tell us what information is incorrect and what it should be replaced with.
- c) Right to have your information deleted. If you no longer want us to hold any information about you, there are a number of circumstances where you can ask us to delete your information. Requests should be made in writing by email to: [dataprotection@wlv.ac.uk](mailto:dataprotection@wlv.ac.uk)
- d) Right to ask us to restrict the processing of your personal data in certain circumstances. This means every time we process your personal data we will consider any requests you have made for us not to proceed. If you want to restrict these circumstances requests should be made in writing by email to [dataprotection@wlv.ac.uk](mailto:dataprotection@wlv.ac.uk)

### Contact Us

Dan Howells  
Head of Access & Outreach  
University of Wolverhampton  
Director - Aspire to HE  
The Gateway at The George,  
MG107,  
Stafford Street,  
Wolverhampton,  
WV1 1LY  
01902 322404  
07540 083974

### How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:  
Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113