

Data Sharing F.A.Q's

What is Aspire to HE?

Aspire to HE is a nationally funded project that is based at the University of Wolverhampton. We work with a wide range 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.

What does “Public Task” as the lawful basis for processing mean?

This means the processing of data is necessary to perform a task in the public interest or for official functions and the task or function has a clear basis in law.

Data is processed on the basis of public task under Article 6 of the General Data Protection Regulation (GDPR), as this data is collected in the public interest of improving access to higher education and condition J of Article 9(2) of the GDPR which states: processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes to safeguard the fundamental rights and the interests of the data subject.

What are our intended purposes for processing the data?

We are not using people's data in ways they would find intrusive or which could cause them harm. Aspire to HE collect personal information to help us deliver activities, to see how we can support our young people to make informed decisions regarding higher education and to continually improve our services.

In order to evaluate and fund our activities, we may share your data with partners including the Office for Students (OfS), the Higher Education Funding Council for England (HEFCE), the Higher Education Statistics Agency (HESA), the Universities and Colleges Admissions Service (UCAS), the Department for Education (DfE), and the Higher Education Access Tracker and its subscribers, CFE Research and your school or college.

Anytime 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 anyway. We will remove all personal data we have 1 year after completing our project or as long as necessary and in line with our statutory/regulatory obligations where appropriate.

What data will you collect?

We will collect:

- Personal data- e.g name, postcode, gender, ethnicity and date of birth
- Tracking data- to monitor future education choices and exam results
- Evaluation data- feedback on attitudes to education and activities delivered

What is a privacy notice under GDPR?

A privacy notice is a public statement that outlines how an organization applies the key data protection principles when processing personal data.

It'll tell you:

- why we are able to process your information
- what purpose we are processing it for
- whether you have to provide it to us
- how long we store it for
- whether there are other recipients of your personal information
- whether we intend to transfer it to another country, and
- whether we do automated decision-making or profiling

What are your rights?

As the data subject, you have the following rights:

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;
- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Who can I contact if I have concerns or queries?

In accordance with current rules, you have the right to request a copy of any information we hold about you. Requests should be made in writing by email to: d.howells@wlv.ac.uk

If you wish to make a complaint, please contact the ICO:

<https://ico.org.uk/make-a-complaint/>

What does Data officer and Data controller mean?

A data processor is responsible for processing personal data on behalf of a controller. If you are a processor, the GDPR places specific legal obligations on you; for example, you are required to maintain records of personal data and processing activities. You will have legal liability if you are responsible for a breach.

A data controller determines the purposes and means of processing personal data. The controller is not relieved of their obligations where a processor is involved – the GDPR places further obligations on them to ensure the contracts with processors comply with the GDPR.

What happens if there's a data breach?

As stated previously, as the data processor you are responsible for data protection. Please ensure all data is securely stored and good practice is followed when any necessary data sharing occurs. This means securely protecting documents with a password and ensuring the password is sent separately from the data. For more information:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/security/passwords-in-online-services/>

The GDPR introduces a duty on all organisations to report certain types of personal data breach to the relevant supervisory authority. You must do this within 72 hours of becoming aware of the breach, where feasible.

If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, you must also inform those individuals without undue delay.

Please see below for more information:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

What if a student wants to object to their personal data being stored?

Individuals' rights to erasure and data portability do not apply if you are processing on the basis of public task. However, individuals do have a right to object.

Please click below for more information:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/public-task/>

GDPR gives individuals the right to object to the processing of their personal data in certain circumstances.

In other cases where the right to object applies, we may be able to continue processing if we can show that we have a compelling reason for doing so.