

# The Data bit!

## How We Use 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



## Why do we collect this data?

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

**We perform a Public Task that requires us to collect your personal data** to allow us to see how our support programme is helping young people access higher education. 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.

Your school or college will provide the information we have asked for (Full name, School, Year group, Date of birth, Gender, Home postcode, Ethnicity, Disability status, Free school meals, Looked after status) and 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 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 already told you about here.

**We won't use your information in any way that will affect you.**

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!

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.

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).

## Rights of Data Subjects

- 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).
- 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.
- Right to object. If you no longer want us to hold any information about you, you can object and we will consider the circumstances and if we can delete your information.
- 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 use any of these rights as the data subject please ask a member of Aspire to HE staff for full details or visit our website – [www.aspiretohe.co.uk](http://www.aspiretohe.co.uk)