



## Privacy Notice

### How we use and manage your data

#### What is KMPF and what organisations are part of it?

KMPF is a partnership between the University of Kent, Canterbury Christ Church University, the University for the Creative Arts, University of Greenwich and over 50 schools and colleges in Kent and Medway. Collaboratively, KMPF offers activities, advice and information on the benefits and realities of going to university or college. We work together to support students like you with their future decisions, by providing sessions like the one you are taking part on today. You can find further information on the [KMPF website](#)

#### What is going to happen to the information you hold about me?

Your data will be stored securely on the HEAT database in accordance with current data protection legislation. The HEAT database is held on secure computer systems. These systems are subject to stringent physical and electronic access control mechanisms. This means only authorised people will be able to access your data. You can find further information at [www.heat.ac.uk](http://www.heat.ac.uk)

We collect your data for three main reasons under the legal basis of Public Task:

**For the purpose of monitoring**, which allows us to fulfil compulsory external reporting requirements to regulatory bodies such as the Office for Students, as well as giving us a clear picture of the activities we deliver and people we work with.

**For the purpose of evaluation**, which helps us assess the effectiveness of different initiatives on widening participation to HE. This includes long-term tracking of participants' education journeys, which lets us see how many of the students who participate in our activities go on to university. If you are unable to provide some all of the information in this register (i.e. if you do not know your postcode), we will use other sources of information available to us, such as your student record, to supplement the information you have provided in order to meet our outlined objectives.

**For the purpose of contextualised admissions** where we want to improve inclusivity, the consortium may use this data to inform and support its decision-making process (this will always be used to your advantage).

#### How long will my data be retained for?

Your data will be retained for a long period, usually between 15 and 20 years. We do this to track and evaluate participation in activities and progression to Higher Education. Whenever the research findings are published, all information will be anonymised. You have the right to opt out at any time from having your data being processed during this time. You can do this by emailing us at [outreachdataprotection@kent.ac.uk](mailto:outreachdataprotection@kent.ac.uk) or writing to: Outreach & Widening Participation Team, The Registry, University of Kent, Canterbury CT2 7NZ.

#### Will other institutions be able to access my data?

Your data may be shared with the Office for Students, CFE Research, Higher Education Statistics Agency, or the University and Colleges Admissions Service (UCAS). It will also be shared with partners including colleges, Higher Education Access Tracker service subscribers and the National Data Service. We share your data to help evaluate the effectiveness of this activity. This is part of the government policy to widen participation in higher education and to develop future policy. In order for us to provide these activities, we may need to co-ordinate with your school/college and notify them that you have taken part by sharing limited information (such as your name) on an ad-hoc basis. The project and its partners will not use your record in a way that would affect you individually. We will not release data to anyone who is unauthorised.

#### Can I opt out from this data sharing?

You may opt out of data sharing by writing to: [outreachdataprotection@kent.ac.uk](mailto:outreachdataprotection@kent.ac.uk)

#### Where can I find further information regarding how you are going to use my data?

You can find the University of Kent's Data Protection and Information Sharing Policy in full at <https://media.www.kent.ac.uk/se/15415/data-policy.pdf>

You can find the University for the Creative Arts Data Protection Policies on their website: <https://www.uca.ac.uk/data-protection-policies/>

You can find the University of Greenwich's Data Protection Policies on their website: <https://www.gre.ac.uk/about-us/governance/information-compliance/privacy>

You can find Canterbury Christ Church University's Data Protection Policies on their website: <https://www.canterbury.ac.uk/university-solicitors-office/data-protection/data-protection.aspx>

#### Is there anything else I should know about my rights?

You can find out about your personal data rights on the ICO website [ico.org.uk/your-data-matters/](https://ico.org.uk/your-data-matters/).