

## Privacy Notice – Baselines (schools)

**Why am I being asked to complete this questionnaire?** Your school is part of the Kent and Medway Progression Federation. You can read about KMPF at: [www.kmpf.org](http://www.kmpf.org). Your school works closely with local universities and colleges. You have been invited by your school to take part in activities that will help you understand what it is like to study a higher education course at a university or college. Higher education level courses are after A level, IB, BTEC and NVQ3. There are no right or wrong answers to these questions and we'd like to know what you think to help us with research.

**Who are KMPF?** KMPF is a partnership between Canterbury Christ Church University, the University for the Creative Arts, the University of Kent, University of Greenwich and schools and colleges in Kent and Medway. Canterbury Christ Church University and the University of Kent look after your personal data.

**What is going to happen to the information you hold about me?** We store your data on a database called HEAT (Higher Education Access Tracker). You can read about it here: [www.heat.ac.uk](http://www.heat.ac.uk). We use the information you provide to follow your progress through education. The HEAT database is kept on safe computer systems. Only people with the correct level of permission can view your information on the database. 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 of the information requested (i.e. if you do not know your post-code), 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. Your data will never be used to your detriment. Any sensitive information about yourself, such as your ethnicity, health/disability status, is used solely for research purposes and for equalities monitoring, both by the University of Kent and Canterbury Christ Church University and as part of wider national research projects. We will use the information you provide in this survey to match it to your attendance at subsequent activities that you participate in throughout your studies.

**How long will you keep my data?** We will keep your data for a long time. This is between 15 and 20 years. We need it for this time so that we can see if you decide to go to university in the future. You can ask us to stop processing your data at any time. You can email [outreachdataprotection@kent.ac.uk](mailto:outreachdataprotection@kent.ac.uk).

**Will anyone else use my data?** Yes. We share your data with KMPF partners who use the HEAT database. KMPF has to agree who can use your data on HEAT. We may share your data with people who provide us with a service. We only use people we can trust. 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.

**Why do you use my data?** We use your data to do something that the law allows us to do. This is in the public interest or so that Canterbury Christ Church University and the University of Kent can do their official job. The Higher Education and Research Act 2017 asks us to help people who might not think about going to university and who are from groups who are under-represented. Each year Canterbury Christ Church University and the University of Kent

individually agree an Access and Participation Plan with the Office for Students. We use your data to understand how well this plan has worked.

**Can I stop taking part in the research?** You can stop taking part in the research at any time. If you decide not to take part, tell your school or send an email to [outreachdataprotection@kent.ac.uk](mailto:outreachdataprotection@kent.ac.uk). How can I find out more about how you use my data? You can find out more about Canterbury Christ Church's data protection policy and procedures on their website here: <https://www.canterbury.ac.uk/university-solicitors-office/data-protection/data-protection.aspx> and the University of Kent's data protection policy in full at <https://media.www.kent.ac.uk/se/15415/data-policy.pdf>.

**Is there anything else I should know?** You can ask for a copy of the data we hold about you. To do this you can email [outreachdataprotection@kent.ac.uk](mailto:outreachdataprotection@kent.ac.uk). If you have any other questions, you can email us at [kmpf@canterbury.ac.uk](mailto:kmpf@canterbury.ac.uk). You can complain if you are unhappy about how your data is used. You can find more information about your rights on the Information Commissioners' website here: <https://ico.org.uk/your-data-matters/>

## Privacy Notice – Activities (schools)

### 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 coordinate 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/).