



The
University
Of
Sheffield.

Student
Recruitment &
Admissions.

Sharing Data, Widening Participation Activities and the University of Sheffield

Information for Pupils in Year 9 and Year 12

The Widening Participation programmes offered by the University of Sheffield provide an opportunity for pupils to explore the University of Sheffield and their options around higher education. This is part of our commitment as a university to open opportunities and transform lives, as well as part of government policy to widen participation in higher education, as overseen by the Office for Students.

Why do we need to collect data?

We will ask your school/college to provide information about all of the young people in the school/college for the age groups identified above. We do this so we can identify participants for our programmes, based upon published academic and widening participation criteria, and enable accurate monitoring of the programmes impact on attainment. If you do not take part in any of the programmes we offer, your data will be securely deleted. Under data protection law we are able to process this data because the activities are a task carried out in the public interest.

Data collection

We collect the following data from schools and colleges for the purpose of identifying participants for our programmes and to enable those pupils to easily apply through the same online application system:

Full name and date of birth

Postcode

School/College name

Unique Learner ID

Gender

Ethnicity

Disability details

Looked after child / Care leaver status

Young Carer status

Estranged status

First generation in the family to enter higher education

Pupil premium/free school meals

Other equal opportunity monitoring information where appropriate

Grade data – schools/colleges will only provide the following grade data if you are successful in gaining a place on the programme (actual grades/levels (end of previous year), predicted levels/grades (for the end of the mentoring year) and actual levels/grades after the end of year exams. This is to enable accurate monitoring of the programme's impact on attainment.

Data storage and security

The privacy of all pupils is important to us and the University takes care to safeguard it. Information will be used and stored in accordance with the General Data Protection Regulation and Data Protection Act 2018, as well as all legislation enacted in the UK in respect of the protection of personal data ("Data Protection Legislation").

Your data will be processed and stored in our secure application system, Outreach Online, pending a full application from you, if you are identified as being eligible to apply. The University will not use your data in a way that would affect you individually and we will not release data to anyone who is unauthorised. The University does not and will not, sell personal data to third party organisations.

Data retention

We will keep the data that your school/college shares with us until a full application is received from you, if you are identified as being eligible to apply. Data received about pupils who do not submit a full application will be securely deleted by the following February after recruitment ends. We will retain records securely for this duration and will review our retention periods annually in line with the Information Commissioner's Office guidance and other best practice in the sector.

Your rights

You have a number of rights under data protection law, including the 'right to object' or request for your data to be removed from our system. If you have a query, complaint or would like a copy of the data your school have provided us with, please contact our Widening Participation team via email heat@sheffield.ac.uk or telephone 0114 2221027.