

## Information for Students and Parents

### Higher education activities and the Uni Connect programme

Higher education outreach activities are aimed at showing students the higher education opportunities available at college and university, and how completing a higher education course can benefit their job prospects. The activities may also work to support student academic confidence and attainment.

The Uni Connect Programme (UCP) - formerly the National Collaborative Outreach Programme (NCOP) - aims to increase the number of students progressing to university and higher education, regardless of their background. The HeppSY team and their partners<sup>1</sup> are being funded by the Office for Students (OfS) to undertake outreach activities with young people at your school or college to let you know about the benefits of going into higher education.

### Why do we need to collect data and evaluate higher education activities?

To make sure the activities we provide are useful and effective for students, we need to gather certain information which we use purely for monitoring, research and evaluation purposes. Under data protection law we are able to process this data because the activities are a **task carried out in the public interest**. It is also important to prove that what we do is working. We must:

1. ensure that the activities we offer are appropriate
2. identify the most effective activities and best practice
3. measure the impact of our activities

### Collecting individual information

We ask HeppSY partner school/colleges to provide information about all of the students in the school/college at the start of the academic year. We collect this information to identify participants for outreach activities, monitor and evaluate our work in line with other datasets, and to enable us to track individual students over time to find out whether or not they eventually apply to any form of higher education. If students have not taken part in any activity from members of the partnership, their data will be securely deleted at the end of the next academic year. The types of data we collect are outlined below:

Full Name	Ethnicity	Young Carer status	Details of activity attended/undertaken
Date of Birth	Disability	Looked after child/Care leaver status	Year Group
Postcode	Free school meals status	Estranged status (if available)	School/College attended
Gender <sup>2</sup>	Pupil premium	If first generation of Higher Education (if available)	Other equal opportunity monitoring information where appropriate

### HEAT

Secure storage of the student data will be done using the Higher Education Access Tracker (HEAT). The HEAT service and database is a national database which is used to record the students attending outreach activities, with the aim of following their potential progression towards higher education. The data protection and storage processes set in place by HEAT ensure that the data is stored securely and not shared without your permission. For research and

<sup>1</sup> Sheffield Hallam University (SHU), The University of Sheffield (TUoS) and the Higher Education Progression Partnership (HEPP)

<sup>2</sup> Due to changes on the HEAT database, this information as collected by schools and colleges, and shared with the HeppSY partnership will be recorded on HEAT under the label 'Sex'.

evaluation purposes only, data held on HEAT may be shared with educational organisations such as government departments or contracted agencies, including: The Department for Education, UCAS, OfS, organisations contracted by the OfS to undertake the national UCP evaluation (including CFE Research and Ipsos Mori) and the Higher Education Statistics Agency.

### **Data sharing and protection**

Data will be processed and shared in accordance with the General Data Protection Regulation (GDPR, 2018) and Data Protection Act 2018, as well as all legislation enacted in the UK in respect of the protection of personal data. As Uni Connect is a collaborative programme, the information gathered will be shared between HeppSY, Sheffield Hallam University, The University of Sheffield and the Higher Education Progression Partnership (Hepp). For specific activity we may also share data gathered with other collaborative and funding partners including South Yorkshire Futures, Local Authorities, partner schools and colleges, and the Office for Students.

**The overall data controllers for the HeppSY programme are Sheffield Hallam University and The University of Sheffield**, unless otherwise stated in specific agreements. HeppSY and its partners will **not** release individual information to anyone who is unauthorised. More details about this can be found on Sheffield Hallam University and The University of Sheffield websites:

<https://www.shu.ac.uk/outreach-data>  
<https://www.sheffield.ac.uk/outreach/data>

All data will be stored securely, and any reporting will be done so using aggregated data, meaning that individual students will not be identifiable. The partnership does not and will not sell personal data to third party organisations.

### **Data retention**

Students engaging in outreach activity whilst under the age of 21 will have their data retained by HeppSY and the Universities on the HEAT database for 15 years after their graduation, or until they reach 30 years of age (whichever comes first). Students engaging in outreach activity whilst over the age of 21 will have their data retained by HeppSY and the Universities on the HEAT database for 15 years after their graduation, or 10 years after first intervention (whichever comes first).

Details of how data is retained with regards to survey and other evaluation data collection methods are detailed in information sheets to be provided to participants at the start of the relevant evaluation/research project.

### **Questionnaires and Evaluation Data Collection**

As part of the Uni Connect evaluation, we will ask a selection of students in Years 9-13 to complete a survey in the autumn term. The survey is designed to collect information about each student's knowledge and attitudes towards university/higher education. The survey runs once a year so that we can capture any changes over time. As part of our ongoing research and evaluation activities, we will look to collect data from programme participants where appropriate. This may include but is not restricted to short surveys before and after taking part in HeppSY funded activity, creative tasks and follow-up interviews and focus groups.

### **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 request about the use of your data please contact Greg Brown (details below). Further information can be found in our full privacy notice held on our website: <https://extra.shu.ac.uk/heppsy/schools/dataandevaluation/>

You are also entitled to request copies of all the personal data that the Partnership holds about you, this is called a Subject Access Request. If you would like to make a request for any information held about you, please get in touch with the universities using the links above. If you would like to make a complaint, please contact the following;

**Contact HeppSY:**

Greg Brown

Evaluation and Data Manager

HeppSY

0114 225 6473

[heppsydata@shu.ac.uk](mailto:heppsydata@shu.ac.uk)