

## Our contact details

Solent University, East Park Terrace, SO14 0YN Southampton

Access and Widening Participation: [stepintosuccess@solent.ac.uk](mailto:stepintosuccess@solent.ac.uk)

For more information, please contact the Information Rights Team

at: [information.rights@solent.ac.uk](mailto:information.rights@solent.ac.uk)

## What type of personal data we may collect

- Personal details (name, date of birth, gender).
- Contact details (home postcode).
- Parental HE status.
- Special category data (ethnicity, disability declaration, carer responsibilities).
- Experience of Local Authority care.
- Personal data you share during recorded activities (including your name, images of you, any opinions you contribute, and anything you say about yourself).

## How we get the information and why do we have it

Information is collected through your school/college representative as part of the onboarding process or in person using an informed consent form.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) We seek consent with regard to processing special category data, if not outlined in this privacy notice.
- (b) We have a legal obligation set by the regulatory framework from the Office for Students (OfS).
- (c) We need it to perform a public task (as a university we have several responsibilities, such as to drive progress on access and participation for underrepresented groups).

## **What we do with the information**

When arranging activities directly via your education setting (eg, when delivering workshops during a lesson or assembly) your data will be collected by your school or college and shared with us in a secure manner that is accessible only by relevant members of the University. In some instances where you directly register for an activity with us (eg, mentoring or a residential), the data you provide will be securely stored and accessible by relevant members of the University only.

Those members of university staff selected during the process will have a contractual responsibility with the University to maintain confidentiality.

## **We may share your data for the purposes of**

- Widening participation monitoring, evaluation and tracking - using the Higher Education Access Tracker database (HEAT) and UCAS data services.
- Collaborative widening participation monitoring, evaluation and tracking (if required), including local authorities and other universities that are members of the Southern Universities Network (SUN).
- Activity planning and targeting with your school/college and local authorities.
- Health and safety and safeguarding concerns.

Any information processed will be deleted once it is no longer necessary for the purposes for which it was collected.

You can withdraw your consent for your images/recordings to be removed from future publications and digital content at any time. However, it cannot be removed from printed materials once created and already available in the public domain.

## **Your data protection rights**

Under data protection law, you have rights including:

- **Right of access** - You have the right to ask us for copies of your personal information.
- **Right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- Right to **restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Right to **object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- Right to **data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

If you make a request to us, we have one month to respond to you.

Please contact us at [information.rights@solent.ac.uk](mailto:information.rights@solent.ac.uk) if you wish to make a request.

## How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

