

Privacy Notice

We are based at Canopi-Borough, 7-14 Great Dover Street, London, SE1 4YR. We are a Data Controller, and are committed to protecting your data in line with the UK General Data Protection (UK GDPR)

What personal data do we collect and how do we collect it?

- We may collect your: name, pronouns, email address, date of birth, home address, postcode, parent(s)/ guardian(s) name(s) and contact details, school you attend, school year group, grades, recommendations from your teachers, free school meals/ pupil premium status, looked after child/ care leaver status, special educational needs information, the main languages spoken by your carers, whether your immediate family have attended university, university choices, UCAS ID numbers, health data and dietary requirements, ethnicity data, gender information, your image during recorded online sessions, your feelings on your studies and your feelings about the project.
- This data will be collected from you directly as part of the sign-up application form or during follow-up communication from The Access Project, from your parents in their consent form or from your school.

How we use your personal information

- We, and any other organisations that we trust to work with us, will keep your data safe and will only use your information for reasons related to The Access Project.
- Your data will be stored securely on The Access Project's IT network Salesforce, which is accessible only by authorised users.
- We will keep your information until you are at least 25 for safeguarding purposes. We may retain your anonymised data past this to evaluate the impact of TAP on our students over time. All data will be kept in line with our retention policy. Please note, if you are not accepted onto the programme we will delete your information within 3 months of informing you.

The reasons we use your data are as follows:

- To enable your participation in the project, to monitor your progress on the project, and to send you necessary communications while you are taking part in The Access Project.
- We will ask your school to tell us about student demographic information including your postcode, Free School Meal status, any Special Educational Needs, your university choices and your grades, and they will also make recommendations for students to be on the programme. We will use this to decide if you are eligible for The Access Project and to support you throughout your time on the programme. We prioritise students who are eligible

for Free School Meals, Pupil Premium and in care/ care leavers.

- We use your postcode to determine whether people in your area are likely to go to university using The Office for Students POLAR higher education participation measure. In addition we also use postcode data to determine which category of CACI ACORN and ONS IDACI neighbourhood our students come from. We use this data to establish eligibility for The Access Project, prioritising those from areas less likely to attend university, and for sharing with evaluation partners to determine the effectiveness of The Access Project.
- We will ask you and your parents to tell us about your health, Special Educational Needs and dietary requirements, so that we can meet your needs during all Access Project activities.
- For online sessions, we will record your image via webcam for safeguarding and quality purposes. Staff members of The Access Project will conduct regular spot checks of videos and will also drop in on live sessions.
- To establish the effectiveness of TAP in comparison to peers' results.
- With your consent, to feature your image or quotes in our promotion work.
- We will ask you for some special categories of data (such as your ethnicity data) to monitor equality and diversity at The Access Project.

How we share your information

- We will share relevant information about you with the person/people you are matched with.
- We will share information about you with corporate partners and other organisations that we work with for funding and evaluation. They will only use your information to provide volunteer support and to evaluate The Access Project. They will only store your information for as long as it is needed to run the programme, and will delete your information afterwards.
- We may share your data with a university, in order to inform that university about their volunteer pairings. With your consent, some universities may record your data in the Higher Education Access Tracker (HEAT) to track long-term outcomes including university progression.
- We will share information relating to your progress and any relevant safeguarding information with your school.
- We will not share special category data, such as your ethnicity or health information, with anyone else without your consent unless we are required to bylaw.
- If we have a contract with another organisation to provide services or if we share information with other parties as set out above, we'll make sure that they also have appropriate security measures in place to only process your personal data in line with our instructions.

What is the legal basis for processing your data?

To process your data lawfully, we rely on the following grounds:

- We ask for your consent to process special category data such as your health data and ethnicity data, to contact you for any reason other than necessary communications while

you are on the programme and to feature you in photos, quotes videos in our promotion work. This is in accordance with the legal basis of **consent**.

- We process your information when it is essential for us to run The Access Project, to fulfil our obligations under our contract with you and your school. This is in accordance with the legal basis of **performance of a contract**.
- We process information that will help us to run The Access Project, except where doing this is unfair to you. This is in accordance with the legal basis of **legitimate interests**.
 - Specifically, we have a legitimate interest in:
 - Receiving student demographic information, grades and university application information from schools to determine student eligibility for the programme and progress on the programme
 - Keeping parents and guardians informed of their child's progress and involvement in The Access Project
 - Sharing your exam results with your coach
 - Using recorded online sessions for internal training purposes. Please note we will not share this more widely without your permission
 - Sharing student information with organisations that help us to evaluate The Access Project, to determine the effectiveness of The Access Project and make it more effective for future students

If you don't want us to use your data for these legitimate interests, please contact dpo@theaccessproject.org.uk

- We share your information when we have a **legal obligation** to do so. For example, we may report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.
- We will share information to prevent someone from coming to serious harm, in accordance with the legal basis of **vital interests**.

Special category data

We may, with your consent, process "special categories" of data (sensitive personal data) such as ethnicity data for equality and diversity purposes, and health information for medical purposes. We will never share this information without your consent.

Your rights

You have the following rights relating to your personal information:

- The right to see all of your personal information that we use.
- The right to ask us to correct any of your personal information that is inaccurate

or out of date.

- The right to ask us to erase your information when we are no longer using it.
- The right to withdraw your consent to the processing at any time.
- The right to request your personal information in a transferrable format (the right to data portability).
- The right to request a restriction on the processing of your personal information.
- The right to object to us using your personal information.
- The right to make a complaint with the Information Commissioner's Office by visiting www.ico.org.uk.

You have the right to stop us and our partners from using your personal information at any time, but this would mean that you can no longer participate in The Access Project.

We won't do anything with your information you wouldn't reasonably expect. If you have any queries regarding how we process your data, please contact us at dpo@theaccessproject.org.uk.