

Higher Education Access Tracker (HEAT) Information Notice for parents / carers

Why are we using HEAT?

Bournemouth University's outreach programme is funded by the Government to increase the number of young people from different backgrounds going into Higher Education (HE)/university. HEAT is a national service used by over 50 universities across the country to track students' progression from school into Higher Education and beyond. HEAT can tell us if our programmes are successful and beneficial to the young people we work with. This in turn helps us to show the effect of our activities so we can continue to offer free activities to your child's school.

Under data protection law we are able to process the information requested in the HEAT Data Collection Form because it is necessary for a task carried out in the public interest. Where the information is special category information (such as information about ethnicity or health) we have a duty in the substantial public interest to process such information for monitoring and evaluation purposes based on the requirement to widen participation in higher education.

Why do we ask for your postcode?

Don't worry; we're not going to be sending you anything. Your postcode tells us how many young people in the area typically go to university. The Government wants more young people from certain postcode areas to go to university and HEAT will show us this.

Why are we asking about gender, disabilities and ethnicities?

People in some groups are less likely to go to university than others. Some examples are young people whose parents didn't go to university, young people with disabilities and special educational needs, young white and black boys and young people in care. We particularly want people from these groups to take part in our outreach activities. Having this information from you helps us to find out how many young people from these groups go to university.

What will we do with the information?

We take the collection and use of personal data very seriously. The information that you give in the HEAT Information Form will be used and stored in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

The information will be stored on a secure database (the Higher Education Access Tracker) and used by Bournemouth University in connection with your child(ren)'s participation in our outreach programmes, and to track their progression to Further and Higher Education – at any institution, not just Bournemouth University.

We may use some of the data in research, reports and publications anonymously – we will **NEVER** publish your child(ren)'s name(s) or personal details or write them in a way that they could be identified from the data in any such reports or publications.

If you don't want your data to be used for the purposes described in this Notice, you don't have to complete and return the form. Your child(ren) will still be able to take part in the activities we are offering.

Who else will see this data?

Some members of staff at Bournemouth University will see this data in order to carry out their job. We will also share your data with the Higher Education Access Tracker (HEAT) Service and other authorised

organisations that HEAT works with. This data is ONLY used for monitoring and evaluation purposes to help assess the effectiveness of outreach activities and the data will not be used in a way that could affect your child(ren) individually.

Authorised organisations are:

- The Office for Students (OFS)
- The Universities and Colleges Admissions Service (UCAS)
- The Higher Education Statistics Agency (HESA)
- The National Data Service (NDS)
- The National Pupil Database
- The Office for Fair Access
- The Department for Education
- Local Authorities
- Bournemouth University's education partners including Further Education colleges
- Your child(ren)'s school or academy

How long will we keep the data?

As this is about tracking to see whether the people who do our outreach activities end up going to university, we will keep the data until your child is 30 or, if they enter into higher education, for 15 years after their graduation. After this time has been reached, their data will be anonymised in bulk at the beginning of the next academic year.

Your rights

You have a number of rights under data protection law in relation to the data we hold about you and/or your child(ren). These include the right to:

- request access to the data held about you and/or your child(ren) (a subject access request)
- correct errors in such data
- request such data is removed from our system
- place restrictions on how we process such data.

If you would like a copy of the information you have provided to us, please contact us by emailing schoolsliaison@bournemouth.ac.uk or by phoning 01202 963 999.

If you have any questions or concerns about our use of the data you have provided to us please contact our Data Protection Officer (DPO):

- Email: dpo@bournemouth.ac.uk
- Tel: 01202 962472
- Address: Poole House, Bournemouth University, Fern Barrow, Poole, BH12 5BB

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the Data Protection page on our website at <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy> to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However if you have concerns about our data processing or consider that we have failed to comply with the data protection laws then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

- Online reporting: <https://ico.org.uk/concerns/>
- Tel: 0303 123 113
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF