

Privacy notice – Assemblies and Pre-recordings

Hepp collect different types of data for the different types of activities we deliver or give to schools, this privacy notice is for assemblies and pre-recordings only.

Higher education activities and the Higher Education Progression Partnership (Hepp)

Higher education outreach activities are aimed at showing students the 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 Higher Education Progression Partnership (Hepp) aims to increase the number of young people progressing to university and higher education. The Hepp team are a collection of practitioners who deliver impartial information advice and guidance related to university progression. You may have the opportunity to take part in activities such as assemblies and watch pre-recorded presentations. Hepp are jointly funded by Sheffield Hallam University and The University of Sheffield to undertake such outreach activities with young people at your school to let them know about the benefits of going into higher education. More information about Hepp and its partners can be accessed through the links below:

Higher Education Progression Partnership (Hepp) – <https://www.hepp.ac.uk/>
Sheffield Hallam University (SHU) – <https://www.shu.ac.uk/about-us/schools-and-community-outreach>
The University of Sheffield (TUoS) - <https://www.sheffield.ac.uk/schools>

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. 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 anonymised demographic student information

We ask schools to provide anonymised numerical demographic data about the students who partake in a Hepp activity. We collect this information for outreach activities, to monitor and evaluate our work. No student can be identified from the information we collect.

School name	Year Group	Details of activity attended/undertaken	Gender *
Ethnicity	Disability	Young Carer Status	Looked after child/Care leaver status
Estranged status (if available)	Pupil premium	Free school meals status	If first generation of Higher Education (if available)
Other equal opportunity monitoring information where appropriate			

* Due to changes on the HEAT database, this information as collected by Hepp and shared with Sheffield Hallam University and The University of Sheffield partnership will be recorded on HEAT under the label 'Sex'.

HEAT

Secure storage of the anonymised numerical demographic 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. 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 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

As Hepp is a collaborative programme, this information will be shared between the Higher Education Progression Partnership, Sheffield Hallam University and The University of Sheffield.

The overall data controllers for the Hepp programmes are Sheffield Hallam University and The University of Sheffield, unless otherwise stated in specific agreements. The safety of students is paramount, and we rely on the safeguarding provisions of the Data Protection Act 2018 where concerns around safety and wellbeing are raised. Hepp and its partners will **not** release anonymised information to anyone who is unauthorised.

All data will be stored securely, and any reporting will be done so using aggregated data, meaning that individual students will not be identifiable.

Data retention

Students engaging in outreach activity whilst under the age of 21 will have their data retained by Hepp and the universities on the HEAT database for 15 years after their graduation, or until they reach 30 years of age (whichever comes first). After this point, data will be anonymised in bulk at the beginning of the next academic year.

If you would like any further information, please contact the following:

Contact Hepp:

Gemma Styles
Head of Hepp
hepp@shu.ac.uk
07824431370

Contact Sheffield Hallam University's Data Protection Officer:

Data Protection Officer
DPO@Shu.ac.uk
0114 225 5555