

## Privacy notice – Campus visits and Workshops

Hepp collect different types of data for the different types of activities we deliver or give to schools, this privacy notice is for campus and workshops 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 university campus visits, workshops, and other higher education opportunities. Hepp are jointly funded by Sheffield Hallam University and The University of Sheffield to undertake such outreach activities with young people at your school or college 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/>

HeppSY (Uni-Connect Programme) - <https://www.heppsy.org>

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. 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 schools to provide information about the students who partake in a Hepp activity. We collect this information to identify participants for outreach activities, monitor and evaluate, and enable us to track individual young people over time to find out whether they eventually apply to any form of higher education.

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 attended
Gender *	Pupil premium	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 the HeppSY, Sheffield Hallam University and The University of Sheffield partnership will be recorded on HEAT under the label 'Sex'. Data collected directly from participants as gender will be recorded in the same way.

### 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 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.

The HEAT privacy notice can be found below:

[HEAT-Data-Protection-Policy-for-Participants.pdf](#)

### Data sharing and protection

Data will be processed 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 Hepp is a collaborative programme, this information will be shared between the Higher Education Progression Partnership, the Higher Education Progression Partnership South Yorkshire (HeppSY : Uni-Connect programme), Sheffield Hallam University and The University of Sheffield.

The overall data controllers for the Hepp and HeppSY 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 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.

### 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. 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 research.

### Questionnaires and Data Collection

As part of our ongoing monitoring 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 Hepp funded activity, and follow-up interviews and focus groups. All such modes of data collection are voluntary, and participants will be asked to consent before we collect this data and will have the right to withdraw consent up to the point of publication.

### Your rights

You have a number of rights under data protection law. Data protection legislation gives you the following rights:

- The right to be informed
- The right to access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- The right to withdraw your consent with no given reason
- Rights in relation to automated decision making and profiling
- The right to make a complaint to the Information Commissioner

If you or your legal guardian do not want your school or college to share the information outlined above with Hepp and its partners for the purposes stated, please contact your school or college, or Gemma Styles using the details below.

If you have a query, complaint, or request about the use of your data please contact Gemma Styles or the DPO for Sheffield Hallam University (details below).

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 link above. If you would like to make a complaint, 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

The Information Commissioner is the regulator for GDPR. The Information Commissioner's Office (ICO) has a website with information and guidance for members of the public:

<https://ico.org.uk/for-the-public/>

The Information Commissioner's Office operates a telephone helpline, live chat facility and email enquiry service. You can also report concerns online. For more information, please see the Contact Us page of their website:

<https://ico.org.uk/global/contact-us/>