

Why are we collecting your data?

Sheffield Hallam University undertakes outreach activities with schools, colleges and communities across the UK, to support progression and widen participation into higher education. This is part of our commitment as a university to open opportunities and transform lives, as well as part of government policy to widen participation in higher education, as overseen by the Office for Students.

We collect details of individuals taking part in our activities for the following reasons:

- To plan activities
- To monitor participation in activities
- To evaluate and report on the effectiveness and impact of our outreach activities

Under data protection law we are able to process this data because it is necessary for a task carried out in the public interest.

How do we use your data and how do we keep it secure?

The privacy of students is important to us and the University takes care to safeguard it. Information will be used and stored in accordance with data protection laws and other applicable legislation.

Student data will be stored on a secure database (the Higher Education Access Tracker) and used to administer participation in outreach activities and projects. For research and monitoring purposes only, this data may also be shared back with your school or college, with government and funding bodies to help evaluate the effectiveness of this activity. The project and its partners will not use your record in a way that would affect you individually and we will not release data to anyone who is unauthorised. The University does not and will not, sell personal data to third party organisations.

For further information, please see our website: <http://www.shu.ac.uk/outreach-data>

Your rights

You have the right request for your data to be removed from our system, please contact Student Recruitment and Access Development if you have a query or complaint about the use of your data via email WPOteam@shu.ac.uk or telephone 0114 225 4777.

Under data protection law you are entitled to request copies of all the personal data that the University holds about you. This is called a Subject Access Request – more information about how to make a request can be found on our website (<https://www.shu.ac.uk/about-this-website/freedom-of-information>) or email foi@shu.ac.uk.