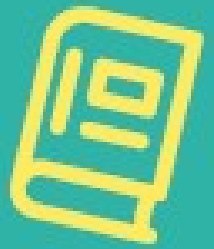
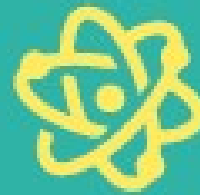


**Sheffield
Hallam
University**



SHU PROGRESS

**HELPING YOU REACH
YOUR FULL POTENTIAL**



Privacy Notice



What data are we collecting?

To be nominated to the SHU Progress Scheme, your referee will need to share certain details with us such as your:

- Full name
- Date of birth
- Post code
- Last attended school/college
- Contact number
- Email address
- Information about your circumstances and background including which eligibility criteria you meet

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

Your data will be used to process your application to SHU Progress. Once accepted on to the scheme, your data will be stored on a secure Higher Education database and will be used to administer participation in the support program, any participation in outreach activities* and also to evaluate the scheme. Your data may be shared with other teams in the university to facilitate any further support that you could be eligible for.

Your privacy is important to us and the University takes care to safeguard it. Information will be used and stored securely and in accordance with data protection laws and other applicable legislation. Sheffield Hallam University will not use your record for other purposes than those outlined here, 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.

Your rights:

You have a number of rights under data protection law. If you have a query, complaint or request about the use of your data, or for it to be removed from our system, please contact the Widening Participation and Outreach team via email WPOteam@shu.ac.uk or telephone 0114 225 4777.

*Please see our website for any further information about the data we store and use for participation in our outreach activities and the SHU Progress Scheme:

<http://www.shu.ac.uk/outreach-data>