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16 October 2018

Dear Parent/Carer

As you will be aware on 25<sup>th</sup> May new data protection legislation was introduced. The University of East Anglia's (UEA) Outreach and Widening Participation teams (and Network for East Anglian Collaborative Outreach, neaco) work with schools and colleges across Norfolk and Suffolk to raise knowledge of, and aspiration towards, Higher Education.

UEA takes its obligations towards data protection seriously, and we wanted to send you the information overleaf to reassure you that any information shared by your child/ward's school with us will be handled appropriately.

This letter is for information only.

We will look forward to continuing our work with your child/ward's school.

Yours faithfully

Charlotte Wheatland  
Assistant Head of Outreach

## **2018 Privacy Notice for participants of University of East Anglia Outreach activity**

The University of East Anglia's (UEA) Outreach and Widening Participation teams (and Network for East Anglian Collaborative Outreach, neaco) work with schools and colleges across Norfolk and Suffolk to raise knowledge of, and aspiration towards, Higher Education. This sometimes involves working with partner organisations, for example, Villier's Park. This notice explains how the personal information you share with UEA will be used.

### **The information UEA collects, how it is used and why UEA needs to**

In order to run and evaluate its programmes, UEA collects contact, demographic and feedback data from participants, including full name, date of birth, postcode, gender, ethnicity, disability status, care status, email address and school name.

UEA will use the data you provide:

- to contact your child to confirm and facilitate your participation in the event, and to send your child information relevant to the event;
- to help improve the targeting, activity, focus, delivery and impact of its programmes – this includes tracking your engagement with UEA's service by entering your data into the Higher Education Access Tracker (HEAT - <http://heat.ac.uk>), a monitoring and evaluation service for UK universities (use of this service will allow UEA to evaluate the impact of its programmes through your HE choices after year 13);
- to administer feedback surveys;
- to send your child invitations to connected follow-up events (e.g. reunions and celebrations) and to send your child additional relevant information and resources related to UEA/neaco activities;
- for UEA's own internal monitoring, evaluation and research purposes.

UEA considers the processing of your personal information for the above purposes to be necessary for the performance of tasks it carries out in the public interest and for research and statistical purposes (i.e. running events to promote access to Higher Education, informing students of their educational options, and carrying out related monitoring, evaluation, tracking and research to ensure equality of opportunity or treatment). We have two lawful bases for collecting this data; the lawful basis of research and statistical purposes and the lawful basis of substantial public interest, and data is processed under the condition of equality of opportunity or treatment. To capture your child's ethnicity and disability status we have an Appropriate Policy<sup>1</sup> in place.

### **Sharing your child's information**

Where your child's school is a target institution for the Network for East Anglian Collaborative Outreach (neaco), UEA may share data with neaco and its partner organisations. UEA also uses third party organisations, known as data processors, to provide certain services on its behalf. In order to deliver these services, these organisations may have access to your child's data. UEA is required to have contracts in place with each of these data processors. This means that they cannot do anything with your child's personal information unless UEA has instructed them to do it. They will hold it securely and retain it for the period UEA instructs. UEA will not sell or share your child's data with any other third parties, unless required by law.

### **Further details**

UEA will keep your child's data securely and confidentially for as long as required for the purposes of research (detailed in the bullet points above), will keep it in accordance with its data retention schedule (RAO)<sup>2</sup> and UK data protection legislation, and will ensure it remains anonymous in any reports. You are entitled to ask us to erase or stop using your child's data at any time. To do so, or for further information about this, please contact [rao.data@uea.ac.uk](mailto:rao.data@uea.ac.uk). If you would like further information about your data protection legal rights, please see UEA's [further information web page](#)<sup>3</sup> and [Data Protection Statement](#)<sup>4</sup> for webforms, or contact the University's data protection officer at [dataprotection@uea.ac.uk](mailto:dataprotection@uea.ac.uk).

### **Changes to this notice**

UEA regularly reviews its privacy notices. This privacy notice was last updated in September 2018.

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<sup>1</sup> <https://www.uea.ac.uk/study/info-for/gdpr>

<sup>2</sup> <https://portal.uea.ac.uk/documents/6207125/7105351/ARM%2BRAO%2BRRS.pdf/ec5e8aad-683b-43aa-93e8-d6ee254713b5>

<sup>3</sup> <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/further-information>

<sup>4</sup> <https://www.uea.ac.uk/about/legalstatements/data-protection-for-webforms>