BRIGHTON AND SUSSEX MEDICAL SCHOOL (BSMS) WIDENING PARTICIPATION AND OUTREACH PRIVACY NOTICE

BSMS is an equal partnership between the Universities of Brighton and Sussex, that works with NHS organisations, in the delivery of the following:

- The delivery of undergraduate and postgraduate education and training
- Medical research
- The provision of the Academic Training programme

To deliver the above, the Universities of Brighton and Sussex, through BSMS process and share personal data on prospective and current students, employees and research participants.

As part of the Universities of Brighton and Sussex, BSMS is committed to protecting the
privacy and security of your personal information and being transparent about how it collects and uses personal data.

Why the BSMS Widening Participation and Outreach Team collects your data:

BSMS undertakes widening participation and outreach activities with schools, colleges and communities across Sussex and beyond to support young people to make informed choices around progression into higher education. BSMS is committed to this work as a good neighbour in the community and as part of the government policy to widen participation in higher education.

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

- To plan and manage activities
- To monitor participation in activities
- BSMS has a statutory obligation to evidence the effectiveness of its widening participation and outreach programme, projects and events (forthwith to be referred to only as ‘programme’) to funders, education regulators such as (but not limited to) the Office for Students and central Government.
- To better understand your needs and inform improvements to aspects of our activity through surveys and/or questionnaires
- To communicate with you and provide further information that we believe could be of interest to you
- To send you news and information related to your course or other aspects of your study
- To register you for on-campus events such as open days, offer holder days or ‘meet & greet’ information sessions
- To send you further information you have opted into following your attendance at an off-campus event such as higher education exhibitions (such as UCAS), fairs and outreach talks
- To participate in live chats, webinars or other digital events

We use the contact details of students at sixth form/college who sign up to our BSMS programme to inform them by email of events that they are able to attend and to offer information, advice and guidance on progression to HE.
We collect contact details for the parents/carers of students attending our events which are outside of school/college – for example BrightMed, Summer Schools, Roadshows, for the purposes of ensuring the student’s safety and welfare.

At no time is personal information passed to organisations outside of BSMS for marketing or sales purposes. However, we may contact you about events which support progression to Higher Education at BSMS and may liaise with other departments within the University of Brighton and the University of Sussex about any future application you make.

What is BSMS’s lawful basis for collecting your data for its BSMS programmes?

Article 6 of the General Data Protection Regulations (GDPR) requires Data Controllers to have a lawful basis in order to hold and process personal data.

In line with the GDPR, universities are classified as Public Authorities in the fullest sense of the term. Although the overarching function is primarily to educate, universities are also statutorily required to demonstrate financial integrity and performance accountability, particularly relating to educational outcomes, therefore certain university activities are deemed to be tasks necessarily carried out ‘in the public interest’.

BSMS Widening Participation and Outreach Team collects data to monitor and evaluate its BSMS outreach programme; tracking the progression of participating students to investigate the impact of BSMS and outreach on their attainment, progression, social mobility, graduate outcomes and eventual employment. Therefore, the lawful basis of a task carried out in the public interest is applicable to data collected and processed by the BSMS Widening Participation and Outreach Team.

What information we collect:

We collect the name, date of birth, postcode, school/college and email address of participants in our activities. We also collect data that the government requires us to report on to support the BSMS agenda, such as looked after child status, young carer status, estranged status, first
generation of family into HE, pupil premium, in receipt of free school meals, gender, disability and ethnicity. We collect this data directly from the participants.

How BSMS protects your data:

BSMS takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance of their duties.

How we store your data:

BSMS Widening Participation and Outreach Team uses the HEAT (Higher Education Access Tracker) Service – a national database – to store the information it collects on those participating in its BSMS widening participation and outreach programme. Using HEAT we have access to the following information; activities participated in, university enrolments, attainment, university applications, interactions with other universities and future careers.

Data is stored on HEAT in accordance with the Data Protection Act (2018) and used to administer participation in our BSMS widening participation and outreach programme. For research and monitoring purposes only, this data may also be shared with the Office for Students (OfS), Higher Education Statistics Agency (HESA) or the University and Colleges Admissions Service (UCAS) and our partners including colleges and universities, HEAT service subscribers and the national Data Service to help evaluate the effectiveness of this activity as part of the government policy to widen participation in higher education and to develop future policy. We will not release data to anyone who is unauthorised.

We also use the following media to store information for the purposes of administration, planning and management of our widening participation and outreach activity:

- Microsoft Office suite
- Jisc Online Surveys
- Paper forms
- Eventbrite
- G Suite
This data will be stored securely according to University of Brighton Data Protection Policy. All data is held within the EEA and will not be transferred outside of the EEA.

How long we keep your data:

We will retain electronic and paper records such as (but not limited to) application forms, registers, booking forms and evaluation forms for the duration that the participant is part of one of the BSMS programmes. Once the participant leaves the programmes we will hold the data for two years.

Data recorded in the higher Education Access Tracker (HEAT) will be held securely for the duration of the longitudinal programme and anonymised according to anonymisation protocols as appropriate by the HEAT Service. The HEAT Data Retention Schedule has been scrutinised by the ICO and will be subject to a regular schedule of review so as to ensure it remains fit for purpose and compliant with relevant legislation.

Who has access to your data:

- BSMS Widening Participation and Outreach Team
- University of Brighton Admission Department
- University of Sussex Admissions Department
- HEAT Service staff

How you can access your data:

BSMS allows data subjects to exercise their rights under the Data Protection Act (2018), this includes the right to request a copy of the personal information we hold about your child/you (called a subject access request). Please contact: dataprotection@brighton.ac.uk if you wish to exercise this right.

Further information about your access rights; access, rectification, erasure, restriction of processing, objection to processing, right to data portability can be found in the University’s
**Data Protection Policy.** If you would like to exercise any of these rights, please contact Rachel Page, Head of Data Compliance and Records Management, 01273 642010, dataprotection@brighton.ac.uk

**Complaints:**

If you are unsatisfied with the way the University has processed your personal data, or have any questions or concerns about your data please contact dataprotection@brighton.ac.uk if we are not able to resolve the issue to your satisfaction, you have the right to apply to the Information Commissioner’s Office (ICO). They can be contacted at [https://ico.org.uk](https://ico.org.uk)

**Changes to this notice:**

We keep our privacy notices under regular review. This privacy notice was last updated in September 2019.

**Other privacy notices:**

We do our utmost to protect your privacy. Please be aware that other privacy notices exist within the university in respect of data held, including but not limited, to activities in relation to enquiries, applications, current students, alumni and use of our website.

- University of Brighton – [Data Protection Policy](#)
- University of Brighton – [Privacy Notice](#)
- University of Sussex – [Data Protection Policy](#)
- University of Sussex – [Privacy Notice](#)
- BSMS – [Privacy Notice](#)