

BRIGHTON AND SUSSEX MEDICAL SCHOOL (BSMS) ADMISSIONS AND OUTREACH PRIVACY NOTICE

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Introduction

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

- 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 we collect your data:

We – The BSMS Admissions, Outreach and Widening Participation Team – undertake recruitment, widening participation and outreach activities with individuals, educational establishments, charities, and other partners.

Through recruitment-related activities such as open days, UCAS and higher education events, undergraduate interviews and offer holder days, we collect your data to provide a recruitment-related service that you have requested, for example:

- To send you news and information about being a student at Brighton and Sussex Medical School, the medical school application process, medicine-related events and resources and other information we believe you may be interested in
- To support the organisation, delivery and communication of an activity or event you have registered to attend and/or support
- To better understand your needs and inform improvements to our activity.

As well as recruitment activities, we also undertake outreach and widening participation activities. These activities aim to support people to make informed choices around progression into Higher Education and the study of medicine. We are committed to this work as a good neighbour in the community and as part of the government policy to widen participation in Higher Education.

The data we collect relating to these activities are used:

- To plan for and deliver activities that have been designed to inform decision making in education. BSMS Outreach activities may include (but are not limited to):
 - Workshops, talks, and events that take place on the University of Sussex campus or the University of Brighton campus
 - Workshops, talks, and events that take place in schools, colleges, and other educational establishments

- Workshops, talks and event that take place online.
- Where required, to assess your eligibility for specific outreach activities
- To be able to identify whether or not you meet contextual data criteria. This might be at BSMS and/or any other schemes that BSMS is a part of (e.g. UKWPMED)
- To communicate with you about the activities you have engaged with
- To monitor participation in activities
- To track your progression into Higher Education and/or employment
- To send you further information - for example through our newsletter - about outreach activities and advice and guidance on progression to Higher Education, should you have opted in to receive it.
- To better understand your needs and inform improvements to our activity.

Data collected to deliver, monitor, and evaluate such activities; tracking progression of participating students to investigate the impact of BSMS activity on attainment, progression, social mobility, graduate outcomes and eventual employment is deemed to be **“in the public interest”**.

Regardless of the reason your data is collected, at no time is your 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/or the University of Sussex about any future application you make. We may also contact you with opportunities to participate in any relevant research projects.

What information we collect:

For recruitment-related activities, we may collect:

- Your name
- Contact details such as an email address
- Details of current and/or previous school, college, or educational establishment
- Information about visual or auditory and/or physical access requirements for in-person and online events

- Your preferred year of entry to Higher Education
- Your home postcode and/or country of residence.

For outreach activities, we may collect:

- Your name
- Your date of birth
- Your home postcode and/or county
- Your name of current school/college (if applicable)
- Your name of previous school/college (if applicable)
- Your contact information e.g. an email address and mobile number
- Information about visual or auditory and/or physical access requirements for in-person and online events.
- Information about your academic qualifications
- Information about your knowledge, attitudes, and beliefs in relation to Higher Education
- Information about your gender
- Your ethnicity.

We also collect data that the government requires us to report on to support the widening participation agenda. This data may include information as to whether or not:

- You are/have been in local authority
- You are a young carer
- You are estranged from your parents
- You have an education, health, and care plan (EHCP)
- You have a disability and/or medical condition
- You are in receipt of a Personal Independence Payment (PIP)
- You are in receipt of or eligible for free school meals
- You are in receipt of or eligible for a 16-19 bursary
- You are in receipt of or eligible for means tested benefits

- You are asylum seekers or have refugee status
- You have parents/carers who are in receipt of means tested benefits
- You have parents/carers who have completed Higher Education qualification(s).

Additional data may also be collected to meet any funding requirements.

Collection of Parent/Carer details:

If you're applying for one of our longitudinal outreach activities, such as BrightMed or BrightIdeas, as well as your contact details, we collect contact details of your parents/carers. This is for both your safety and welfare, but also so that we can inform you parents/carers about the activity and offer information, advice, and guidance on progression to HE.

Collection of data from other sources:

Please note data may be passed onto us from either the University of Brighton, the University of Sussex, schools, colleges and/or third-party sources for us to provide recruitment-related services and outreach activities.

How we store your data:

We take the security of your data seriously. BSMS limits the use of paper-based information, however, paper records will be stored securely in a locked place and confidential paper documents are disposed of through the confidential waste process. Electronic files are stored on secure, password protected University storage or within secure databases.

For the purposes of administration, planning, delivery management of our recruitment and outreach activities, we utilise the following media to store information:

- Microsoft Office Suite including Outlook, SharePoint, and Teams
- Jisc Online Surveys
- G Suite for Education
- Thinkific
- Panopto

- Paper forms
- DotDigital
- Zoom conferencing software
- Higher Education Access Tracker (HEAT)

We will not release data to anyone who is unauthorised.

All data is held within the EEA and will not be transferred outside of the EEA, with the exception of Thinkific. Please see our additional [Thinkific policy](#) for further details.

Higher Education Access Tracker (HEAT)

We use the HEAT Service – a national database – to store the information we collect from those participating in specific outreach activities. For monitoring and evaluation purposes, we may share your data with HEAT and the HEAT service subscribers to track your progress into Higher Education and beyond.

Data is stored on HEAT in accordance with the Data Protection Act (2018) and used to administer participation in our 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. More information on how HESA and HEAT share data, see the [HESA collection notices](#).

How long we keep your data:

We will retain personal data and electronic and paper records such as (but not limited to) application forms, registers, booking forms and evaluation forms for as long as it's needed for the purpose for which it was originally collected.

Personal data collected in relation to our outreach activity will be held for the duration that you are engaged in a BSMS outreach or widening participation activity and for two years thereafter. After such time, your data will either be securely deleted or anonymised, so that you cannot be personally identified. Anonymised data will be held indefinitely for reporting purposes.

Data recorded in the Higher Education Access Tracker (HEAT) will be securely held in line with the [HEAT Data Retention Schedule](#) which 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 Admissions and Outreach Team
- BSMS Marketing and Communication department have access to first names and email addresses that are uploaded to DotDigital for communication purposes. Extra security and safeguarding measures have been put in place which restricts anyone other than the BSMS Admissions and Outreach Team from using your data on DotDigital
- If you make an application to study at BSMS, your data may be shared with the Admissions Department at the University of Brighton and/or the University of Sussex
- Third parties and partners where there is a legitimate reason for example, HEAT, Higher Education Statistics Agency (HESA), the Medical Schools Council, educational institutions, and the National Data Service.

How you can access your data:

With regards to your data, you have a right to:

- Request a copy of the personal data we hold about you
- Request to update your personal data
- Request that we delete your personal data
- Object to the processing of your personal data and/or request that we stop using your personal data.

Further information about your rights can be found in [Privacy notices and Record of Processing Activities \(brighton.ac.uk\)](#).

If you would like to action any of the above, 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 we have 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>.

Changes to this notice:

We keep our privacy notices under regular review. This privacy notice was last updated in October 2022.

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: <https://www.brighton.ac.uk/about-us/statistics-and-legal/privacy/index.aspx>
- University of Sussex: <https://www.sussex.ac.uk/ogs/policies/information/dpa>
- BSMS: <https://www.bsms.ac.uk/about/privacy-policy.aspx>