

BRIGHTON AND SUSSEX MEDICAL SCHOOL (BSMS) WIDENING PARTICIPATION 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 Widening Participation and Outreach Team - undertake 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. 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 is used to deliver, monitor and evaluate our 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”**.

Data Protection Principles

There are certain laws – Data Protection Act 2018 - that mean we must ensure your personal data is:

- Accurate
- Collected and used in ways that have been clearly explained to you
- Stored in secure locations
- Stored only for the period of time necessary to fulfil the purpose we have told you about.

We collect your details for the following reasons:

- 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):
 - On-campus events e.g. open days, offer holder days or ‘meet & greet’ information sessions

- Off campus workshops and activities that take place in schools, colleges and other educational establishments
- Online workshops and other digital events.
- To better understand your needs and inform improvements to our activity
- To assess participant eligibility for specific outreach activities
- To communicate with you about the activities you have engaged with
- To monitor participation in activities
- To evaluate our activities
- To be able to identify whether or not you would be eligible for a contextual data admissions offer. This might be at BSMS and/or any other schemes that BSMS is a part of (e.g. UKWPMED)
- 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.

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 collect?

For all outreach activity, where possible, we will collect your:

- Name
- Date of birth
- Home postcode
- Name of current school/college (if applicable)

- Name of previous school/college (if applicable)
- Contact information e.g. an email address.

We may also collect special category data such as that outlined below to either assess eligibility for specific activities and/or for equal opportunity and monitoring evaluation.

Data may include applicants' gender, ethnicity and whether or not applicants:

- Are/have been in local authority care
- Are young carers
- Have an education, health and care plan (EHCP)
- Are estranged from parents
- Have a disability and/or medical condition
- In receipt of a Personal Independence Payment (PIP)
- Are in receipt of or eligible for free school meals
- Are in receipt of or eligible for a 16-19 bursary
- Are in receipt of or eligible for means tested benefits
- Are Asylum seekers or have refugee status
- Parents/carers who are in receipt of means tested benefits.
- Parents/carers have completed a Higher Education qualification.

[Why we collect your parent/carer details:](#)

If you are applying for, or enrolling on to, one of our longitudinal activities (for example BrightMed or BrightIdeas), we will collect contact details for your parents/carers for the purpose of ensuring your safety and welfare.

[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. Electronic files are stored on secure, password protected University storage services (SharePoint) or within secure

databases. Confidential paper documents are disposed of through the confidential waste process.

For the purposes of administration, planning and management of our widening participation and outreach activity we utilise the following methods/platforms:

- Microsoft Office suite
- Microsoft SharePoint
- Jisc Online Surveys
- Eventbrite
- G Suite for Education
- Paper forms
- Thinkific
- Panopto
- DotDigital.

[Higher Education Access Tracker \(HEAT\)](#)

We use the HEAT Service – a national database – to store the information we collect from those participating in specific 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. For more information on HEAT, you can visit their website here: heat.ac.uk/our-service/.

For the same research and monitoring purposes, your data may also be shared with the Office for Students (OfS), Higher Education Statistics Agency (HESA), and the University and Colleges Admissions Service (UCAS). Data may also be shared with our partners including schools, college, and universities, the Medical Schools Council and the National Data Service.

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.

How long we keep your data:

BSMS Activity

We keep your personal data for the duration that you are enrolled on a BSMS activity and for two years after. After such time, your data will either be securely deleted/destroyed or anonymised so that you cannot be personally identified and 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](#).

BSMS Newsletters

If you have subscribed to one of our newsletters, we will keep your data for as long as we produce the newsletters. Your data will only be used for the purposes you have agreed to. You are able to unsubscribe from the newsletters at any point.

Who has access to your data:

- BSMS Widening Participation and Outreach Team for reasons outlined above (see the section “why we collect your data”)
- 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 Widening Participation 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 (see the section “Higher Education Access Tracker”).

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 [University of Brighton’s Policy](#).

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 March 2021.

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](#)