

Lancaster Access Programme Student Privacy Guidance & Information 2023-2024

What is the Lancaster Access Programme?

The Lancaster Access Programme provides Year 12 and 13 students with a variety of exciting events and activities designed to help you to find out more about university and different courses, develop your academic study skills and make new connections through experiencing student life. Subject to a successful Lancaster Access Programme application, you can choose from a range of opportunities such as study skills residentials, subject insights/masterclasses and online workshops. You can also access support with your UCAS application and personal statement.

If you successfully complete the Lancaster Access Programme by the end of Year 13, you will be eligible for alternative offer if you choose to apply to Lancaster University in the future.

Access to Medicine (Year 12 only)

Access to Medicine is all about helping you to discover medicine as a possible career and supporting you to apply to medical school in the future. You will discover what it is like to learn at Lancaster Medical School and receive expert advice and guidance about how to make a successful application to study a medical degree.

You can apply to Access to Medicine through the Lancaster Access Programme; those who are successful in gaining a place on Access to Medicine will also be part of the Lancaster Access Programme and will have access to other activities and support.

If you successfully complete all aspects of the Access to Medicine programme, you may be eligible for a guaranteed interview, subject to:

1. Applying for a medicine programme at Lancaster University through UCAS
2. Meeting LU academic requirements for A100, A104 or both
3. Providing evidence that you meet Lancaster Medical School's widening participation criteria before late November of Year 13, after you have applied and completed the relevant LU form.

More information about Lancaster University Medical School courses and entry requirements can be found here: [Medicine - Lancaster University](#).

Who can apply for the Lancaster Access Programme?

Lancaster University funds widening participation activities to help young people from less advantaged backgrounds go to university in the future. The Lancaster Access Programme is specifically for young people who meet both the academic and widening participation (WP) criteria outlined below:

Academic criteria

Year Group	LAP Academic Criteria
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<p>Years 12 & 13</p>	<ul style="list-style-type: none"> • Students must be predicted and 'on track' to achieve a minimum of BBB at A Level; DDM in BTEC Level 3 Extended Diploma or equivalent; or a minimum of Merit in a T Level. • In addition, students must have achieved five GCSEs at Level 4 or above, including English Language and Maths. • Please note: We accept T levels for many degree programmes. Some of our degree programmes have a specific subject requirement, and you can find that information on the Course Search - Lancaster University In some cases, we accept a T level as meeting that subject requirement, but in other cases, there is no T level course that meets that subject requirement. If a degree programme does not list any required subjects, then we will consider all T level courses for entry to that programme. <p>Please contact the Admissions team if you would like to know whether Lancaster University will accept a particular T level for entry to a degree programme: Contact us - Lancaster University</p>
<p>Access to Medicine Academic Criteria</p>	
<p>Year 12 only</p>	<ul style="list-style-type: none"> • Be predicted and 'on track' to achieve a minimum of ABB at A Level, including two from Biology, Chemistry or Psychology. • In addition, students must have achieved at least six GCSEs at Level 7 or above and three GCSEs at Level 6 or above. This must include Maths, English language and either triple (Biology, Chemistry, Physics) or both core and additional Science.

Widening participation (WP) criteria

To be eligible to take part in the Lancaster Access Programme, we ask that you meet **at least two** of our widening participation criteria. These are:

- People from a low-income background (i.e. household income of £30,000 or less)
- People from lower socio-economic groups or from target neighbourhoods where higher education participation is low (POLAR Quintile 1/IMD Q1&2/TUNDRA Q1)
- People who are the first in their family to progress to higher education (i.e. parents/guardians have not attended university. This does not include siblings or other close family relations)
- People who are (or were) entitled to Free School Meals, Pupil Premium or the 16-19 Bursary
- Certain minority ethnic groups
- People with a physical long-term illness, health condition and/or disability
- People with a mental health condition
- People with a Specific Learning Difficulty and/or Autism Spectrum Condition
- Care leavers or people with care experience
- People with caring responsibilities
- People estranged from their families
- People from Gypsy and Roma communities
- People from Traveller and Irish Traveller communities
- Refugees or asylum seekers

- Children from military families
- Mature students (those aged 21 and over)

Please note: We also ask that you are a UK student or attending a UK school to take part. Due to a high demand, we allocate places according to individual circumstances, considering both academic attainment and WP eligibility. We prioritise places according to those that meet multiple WP criteria in the first instance.

What identifiable data do we collect and how do we use it?

Pre-application

When you apply for the Lancaster Access Programme through the Lancaster University website, you are required to provide the following information:

- Full name
- Date of birth
- School
- Year group
- Address (including postcode)
- Mobile telephone number
- Email address
- Identified gender
- Ethnicity
- Applicable WP criteria
- Mitigating circumstances (where relevant)
- Subject preferences
- Confirmation of academic eligibility i.e. actual GCSE results and predicted A Levels, BTECs or T Levels
- A nominated parent or guardian (full name, email address and telephone number)
- A nominated teacher (full name and email address)
- Acknowledgement that your school/college will share your actual GCSE results and predicted A Levels, BTEC or T Level grades as a condition of participation on the programme (see below for details)

Access to Medicine (Year 12 only)

Due to the limited number of places available on the Access to Medicine Programme (as part of the Lancaster Access Programme), we will require those interested in Medicine to complete a supplementary Access to Medicine application form which asks for additional details such as whether you attend a non-selective state school or college; whether you are from a low-income household i.e. in receipt of a means tested benefit or eligible for the 16-19 Bursary; along with a short personal statement about your interest in Medicine. This information will be used to determine your eligibility for Access to Medicine, in accordance with Lancaster Medical School priorities.

Post-application

After receiving your application, the Widening Participation (WP) team will contact the designated contact at your school or college to request the following information:

- Actual GCSE results and predicted A Level, BTEC or T Level grades
- A teacher reference (if required)

Please note: The information provided at the pre/post-application stage will assist the team to process your application and inform the decision-making process. This information will also be used to contact you about the progress and outcome of your application, for communication whilst on the programme (if successfully accepted) and for monitoring and evaluation purposes.

Next steps: successful application

If you are successfully accepted to take part in the Lancaster Access Programme, the WP team will contact you to request the following information:

- Written confirmation that you wish to participate in the Lancaster Access Programme i.e. attend Lancaster Access Programme (or Access to Medicine) events and activities, access Lancaster University's Open Learning platform and online events through Microsoft teams
- A designated emergency contact (full name, telephone number and email address)
- Permission to use photography and video of you for publicity purposes
- If you have any pre-existing medical conditions, dietary or accessibility requirements

GCSE, A Level, BTEC or T Level grades and progression information

If you successfully secure a place on the Lancaster Access Programme in Year 12 or 13, the Widening Participation (WP) team will contact your school/college to request your actual GCSE results and predicted A Level, BTEC or T Level grades to confirm that you meet the academic criteria required to take part in the Lancaster Access Programme. The sharing of this information is required to participate in the programme.

Once you have successfully completed your A Level, BTEC or T Level qualifications, the WP team will contact your school/college to request your actual A Level, BTEC or T Level results and next destination i.e. higher education, apprenticeship or full-time employment. We will analyse attainment and progression data for all students completing the Lancaster Access Programme in Year 13 to find out whether the Lancaster Access Programme makes a difference to young people who take part. For example, 'does the Lancaster Access Programme help young people from widening participation backgrounds to go to university?'

This information will be used for internal monitoring, evaluation and reporting purposes, and you will not be individually identifiable in any reports.

What is the Higher Education Access Tracker (HEAT)?

Lancaster University uses the [Higher Education Access Tracker](http://www.heat.ac.uk) (HEAT) www.heat.ac.uk. HEAT is used by universities to track what happens to young people who take part in widening participation activities in the future. Specifically, if they go to university and if they do, which university they choose. To do this, we will share **five pieces of information** about you:

- **First name**
- **Surname**
- **Date of birth**
- **Home postcode**

- **School**

We will also add the applicable widening participation characteristics to your student profile within HEAT.

Your information will be used for monitoring and tracking purposes, and will also be used to monitor your progress, (including from school to university and to other destinations such as postgraduate study and employment destinations). The information will be used in several reports, including both Lancaster University reports and HEAT reports at a national level. However, the information will be anonymised and individuals will not be identifiable in these reports.

In addition, information will be shared with key personnel and the supplier which maintains the HEAT database. HEAT may also share your data with official custodians of education data including the Higher Education Statistics Agency, UCAS, the Department for Education, the Office for Students, the National Pupil Database and other agencies for research purposes only, (as agreed by HEAT governance and steering groups). HEAT will only share your data if they are required by law or directed by a court or similar body to do so.

Use of HEAT will help us to evaluate the success of Lancaster's widening participation programmes and make a difference to somebody else's future. This information will help us, and other universities find out if widening access initiatives help more people go to university.

For more information about HEAT, we recommend that you read the information on their website: [HEAT Privacy Notice](#) and watch the [HEAT Data Privacy Video](#).

If you would like to object to your data being entered into HEAT, please email us: lap@lancaster.ac.uk.

What happens if any of my information changes?

If any of the data that Lancaster University holds about you changes, please inform us as soon as possible to ensure that we can update our records. You can contact us by email:

lap@lancaster.ac.uk

As part of the Lancaster Access Programme, all participants will be asked to complete an *Annual Update Form* to check that your information is accurate and up-to-date.

How are online events delivered and run?

Online events are delivered via Microsoft Teams for live, real-time engagement and collaboration. Microsoft Teams will also be used in conjunction with the University website and some activities will also make use of Lancaster's Virtual Learning Environment (VLE), OpenLearning.

What is Microsoft Teams and how is it used?

Microsoft Teams is a platform designed for online collaboration. We use this platform for online, live stream events and sessions using audio and video feeds. When participating in online events, students will be invited to join the MS system and relevant event 'Team' as an external guest user. To complete this process, we will use the email address provided at the time of application.

Please note: Participant email addresses and names will be visible to other attendees and Lancaster University staff whilst using Microsoft Teams, it is not possible to remove this

information. By agreeing to use Microsoft Teams, you are agreeing for this information to be visible to others whilst taking part in online events.

During live events, there may be the opportunity to actively participate utilising the video and audio features of the system. This will always take place within a managed meeting space with a Lancaster University Student Ambassador or staff member present. You can choose whether to use video and audio features, but please be aware that your ability to participate fully in an activity may be impacted if you choose not to do so.

Please note: All participants will be asked to sign an Online Behaviour Code of Conduct as a condition of participation which outlines behaviour expectations and an individual's key responsibilities when taking part in an online activity. If an individual is found to be in breach of this Code of Conduct, they will be immediately removed from the online session.

All live events facilitated through the Teams system will be recorded by the event organisers for the sole purpose of safeguarding, child protection and behaviour monitoring. These recordings will be stored securely within the system and will only be accessible to nominated staff members for a specified period, (three years). Sessions that involve you using video or audio functions to interact will not be shared unless your explicit consent is obtained.

Please note: the Widening Participation (WP) team will share information with parents or teachers if there is deemed to be a safeguarding and child protection risk or if there is an incident, where an individual displays inappropriate behaviour online. We will not ask for your explicit consent to share information in these circumstances.

What is Open Learning and how is it used?

Lancaster University has a virtual learning environment called "Open Learning" which will give you access to an online platform that you will need to use to take part in the Lancaster Access Programme. Open Learning is an essential part of Lancaster Access Programme because it enables you to find out more about upcoming events, book on future activities, keep track of awarded activity credits and submit a copy of your UCAS personal statement for feedback. If you are accepted on to the Lancaster Access Programme, you will receive further details via email about how to access your Open Learning account.

There are several safeguards in place to ensure that you are protected online:

1. Your profile will be limited to your first name and the first initial of your surname.
2. You can only 'see' other student profiles, if they are part of the Lancaster Access Programme and this is restricted to those within the same year group (but not the same school/college).
3. You are not able to communicate with other students via discussion forums or messages (this function will be disabled by the Lancaster Access Programme Manager).
4. Access to Open Learning is restricted to LU staff who have a direct need to facilitate activity.

How will identifiable information be collected and stored?

All identifiable data will be shared with Lancaster University via a secure, online MS form. Session recordings will be made by the integrated Microsoft Teams recording function. This data will be stored on Lancaster University servers/systems, (password protected where appropriate) for a maximum period of 3 years following the event.

What happens in the case of an unsuccessful application or non-completion of the programme?

If you are not accepted or decide not to complete the Lancaster Access Programme, the WP team will delete all identifiable information we hold about you on Lancaster University systems by the end of the academic year (excluding any online session recordings). We will only retain a record of the number of young people that applied or did not complete the programme from each school/college, according to year group.

If you wish to apply again for the Lancaster Access Programme in the future, you will need to submit a new application.

Will you contact me in the future?

As part of the evaluation process to review our activities and monitor their impact, we would like to contact you in the future to discuss your experiences and the impact that this has had on your decision-making, applications and progression to university. Towards the end of the programme, we will contact you to request your consent to do this, and then contact you by email in the future.

If you wish to opt out, (after initially giving your consent) or you have any questions, please email: lap@lancaster.ac.uk.

Questions or concerns

For more information on how we collect, store and use your personal information, please refer to the Lancaster Access Privacy Notice at www.lancaster.ac.uk/lap/privacy. This also includes information about how we protect your personal data and information relating to your rights under the General Data Protection Regulation (GDPR).

If you would like to speak to someone about how Lancaster University processes and stores your data, including how to request that your data is withdrawn. Please contact the Programme Manager:

Aimee Crampton, Lancaster Access Programme Manager (lap@lancaster.ac.uk).

For more information on your rights in relation to your own personal data, please visit the University website: www.lancaster.ac.uk/privacy/rights-of-the-data-subject/

If you are not happy with the way the University has handled your concern or complaint, then you may submit a complaint to the Information Commissioner's Office: [Make a complaint | ICO](https://ico.org.uk/make-a-complaint/).

Online Behaviour Code of Conduct

We want everyone attending Lancaster University's online activities to enjoy themselves, learn new things, develop skills and to feel welcome, so we ask you to follow our Online Behaviour Code of Conduct. Specifically:

- Act responsibly; appropriate classroom behaviour is always expected. Misuse of audio, video or chat features will not be tolerated.
- Please join the online session promptly from a distraction free environment (where possible). Do not use your mobile phone during sessions unless this is how you are accessing the activity.

- If you are unable to attend an online event, please let the Event Coordinator know in advance.
- Do not share the online invitation link with others.
- Always follow instructions from LU staff and Student Ambassadors. If you are asked to stop doing something, please do so immediately. All online sessions will be recorded for safeguarding and behaviour monitoring purposes.
- Each event will include a welcome briefing and housekeeping instructions from the staff member leading the event. This briefing will be given at the start of the session. Repeated failure to follow the instructions will result in you being removed from the session. For example, if asked to mute your microphone or turn off your camera, please do so.
- Please engage with the session. Listen and contribute your thoughts and questions at signified times. Please keep your audio on mute until you want to speak. If you would like to speak or ask a question, use the raise hand function and then unmute yourself when invited.
- Do not try to contact LU staff, Student Ambassadors or your fellow participants through their personal emails or social media accounts.
- LU staff, student Ambassadors or your fellow participants must not contact you through their personal emails or social media accounts. If a member of staff, Student Ambassador or a participant contacts you in this way, please tell a parent, guardian or an LU staff member.
- If you use the chat function, please remember that it is public, and everyone can see what you post. Do not share personal details about yourself via the chat function, under any circumstances and do not encourage others to do the same. The chat function should only be used during the session and you should not post messages after the session has finished.
- Any 'private' chats conducted between students during sessions can be seen by the Event Coordinator.
- You must not take photographs of the screen or share any images of the online session.

Anti-bullying policy

Online bullying can take different forms, such as:

- Verbal: name calling, making nasty jokes, comments or threats.
- Emotional: excluding or ignoring people.
- Cyberbullying: sending upsetting messages, pictures or videos through social media, texts, email etc.

Lancaster University promotes equality, diversity and inclusion. We want all young people attending programmes to feel welcome and safe. Please be aware:

- We will not tolerate any form of bullying.
- You must show respect and kindness to participants, university staff and Student Ambassadors.
- You must not make remarks that could upset someone based on their gender, sexuality, ethnicity, disability, religious beliefs or lack of religious beliefs.
- If you notice that someone else is being bullied, inform an LU staff member as soon as possible.

Serious misbehaviour policy

If a young person breaches the Online Behaviour Code of Conduct, LU staff may give a warning or immediately remove the student from the online session. LU staff reserve the right to contact parents or teachers and share recordings of any online incidents. The Widening Participation (WP) team may decide to prevent a student from taking part in an online event in the future (depending on the severity of the situation).

What to do if you are concerned about a situation

Participants are very welcome to contact the Widening Participation team via email: outreach@lancaster.ac.uk.

If you feel uncomfortable about a situation, but do not feel able to tell a Lancaster University staff member about it, please talk to a trusted adult (this might be your parent, guardian, someone in your family or a teacher at school) and ask for their help.

Health and safety of participants

We take the health, safety and privacy of young people very seriously. Lancaster University's *Safeguarding Children and Adults at Risk Policy* is available on the LU website:

[Safeguarding-Children-and-Adults-at-Risk-Policy.pdf \(lancaster.ac.uk\)](#)

Widening Participation staff and Student Ambassadors will complete an Enhanced DBS check if they are working online with young people on a regular basis and where supervision cannot be reasonably guaranteed. LU staff and Student Ambassadors also complete Level 1 and 2 Safeguarding and Child Protection training. Online interactions with young people will be fully supervised by LU staff and/or Student Ambassadors (and recorded), avoiding one-to-one, unobserved contact.

Child protection issues

If you need to report a safeguarding or child protection concern, please contact one of the LU Designated Safeguarding Officers:

Leanne Taher-Bates, Head of Social Mobility and Student Success, l.taher-bates@lancaster.ac.uk

Carla Lockwood, Widening Participation Manager, c.lockwood@lancaster.ac.uk

Please note: Do not provide sensitive information via email. If you have a concern, please make a Designated Safeguarding Officer aware that you wish to have a confidential discussion and a telephone call will be arranged accordingly.