

Lancaster University Widening Participation

Post-16 Student Privacy Guidance & Information 2023-24

What are WP activities and events?

Lancaster University offers a full range of projects, events and activities for post-16 students from widening participation (WP) backgrounds. These opportunities are delivered both in-person and online and require young people to apply directly to the programmes (self-select).

Who can participate in these activities and events?

Lancaster University funds widening participation projects to help young people from less advantaged backgrounds to make an informed decision about university in the future. Our activities and events are targeted and often have conditions of participation, these may include:

Academic criteria

Projects may have academic criteria relating to both current and predicted academic performance in GCSEs and/or A Levels, BTECs and T Levels. This is to ensure that participants are eligible for the activities and can progress to Lancaster University in the future.

Widening participation (WP) criteria

We will ask participants to meet **at least two** WP criteria to be eligible to take part in our widening access activities. 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 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)

We also ask that you are a UK student or attending a UK school to take part in our widening participation activities.

Please note: Some projects have additional requirements for you to take part.

We may ask that you meet specific criteria from the above list to take part in a tailored activity, and some of our activities may require you to meet certain academic criteria.

Projects that require you to meet additional criteria will include this information on the webpage or as part of the application process. All WP projects will specify the age group that can apply. Most of our widening access activities are designed for students in Year 8 to Year 13.

If you have any questions regarding our widening participation criteria or wish to check for any additional requirements for a project that you are interested in, please get in touch:

outreach@lancaster.ac.uk.

Post-16 Self-selection WP projects, events and activities

These projects will gather application information via a secure, online MS form.

Pre-application

When you apply for WP programmes or activities through the Lancaster University website, you are required to provide the following information:

- Full name
- Date of birth
- School
- Address (including postcode)
- Mobile telephone number
- Email address
- Identified gender
- Ethnicity
- A nominated parent or guardian (full name, email address and telephone number)
- Confirmation of academic eligibility i.e. actual GCSE results and predicted A Levels/BTECs
- Applicable widening participation criteria

Post-application

In some cases, 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 Levels
- A teacher reference (if required)

Next steps: successful application

If you are successfully accepted, we will contact you to request the following information:

- Written confirmation that you wish to participate in the programme, activity or event
- A designated emergency contact (full name, telephone number and email address)
- Permission to use photography and video of you for publicity purposes (where relevant)
- If you have any pre-existing medical conditions, dietary or accessibility requirements. This information is required for event planning purposes so that reasonable adjustments can be made in advance, as per equality, diversity and inclusion

What is the Higher Education Access Tracker (HEAT)?

Lancaster University uses the Higher Education Access Tracker (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 (where relevant).

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 - Lancaster University](#).

If you would like to object to your data being entered into HEAT, please inform us in writing: outreach@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: outreach@lancaster.ac.uk or through your school.

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.

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 a programme or activity, the 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.

Will you contact me in the future?

As part of the evaluation process to improve 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 some programmes,

we will contact you to request for 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: outreach@lancaster.ac.uk.

Questions or concerns

For more information on how we collect, store and use your personal information, please refer to the Lancaster University WP Privacy Notice: www.lancaster.ac.uk/widening-participation/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 Event Coordinator or the designated school contact.

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 a concern or complaint, then you may submit a complaint to the Information Commissioner's Office: [Make a complaint | ICO](#).