

Lancaster University Widening Participation

Pre-16 Student and Parent Privacy Guidance & Information 2023-24

What are WP activities and events?

Lancaster University offers a full range of projects, events and activities for students from widening participation (WP) backgrounds. We work directly with schools to deliver pre-16 activities with young people, and this involves the school nominating/selecting which students are eligible to take part in designated activities. For example, in-person events at Lancaster University or workshops delivered in school, depending on the programme.

Please note: A summary of the WP project or activity that you are eligible to take part in has been provided below for your information.

Who can participate in these projects, 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 specific academic criteria relating to predicted GCSE performance. This is to ensure that young people are eligible for the activities and can progress to Lancaster University in the future.

Widening participation (WP) criteria

Schools are asked to identify students that 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 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

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

We may ask that students meet specific criteria from the above list to take part in a tailored activity, and some of our activities may require young people to meet certain academic criteria. This information will be clearly communicated by the school so that students (or their parents) can decide whether they want to take part. 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 the above widening participation criteria, please get in touch: outreach@lancaster.ac.uk.

What data is collected as part of school-selection WP projects, events and activities?

If a young person is nominated for a specific activity, they will be asked by their teacher if they wish to participate. Their parents or guardians will also be given this information sheet, so they can discuss it with their young person and object on their behalf. Informed consent is obtained on a per activity basis. For example, if a young person is invited to take part in another activity, they will be asked to give their consent again.

Anonymous data

The Widening Participation (WP) team within Social Mobility and Student Success (SMSS) are required to report the number of young people that have participated in widening access activities each year, including **anonymised** data relating to the number of young people who meet the above widening participation criteria. This will be provided to internal LU committees and funding bodies for monitoring and evaluation purposes.

As part of the sign-up process, we will ask the school to provide the following information about young people taking part in a widening access project or activity, on a whole cohort basis:

- Number of males, females or individuals who identify as non-binary or would prefer not to say
- Number of young people from specified ethnic minority backgrounds
- Number of young people who meet the WP criteria outlined above

Please note: This data (including any special category data) is anonymised, and individuals will not be identifiable. In cases where there are a small number of young people that meet a particular criterion, the school will be asked to select the 0-5 option.

Identifiable data

We will also ask the school to provide **five pieces** of identifiable information about young people taking part in a widening access project or activity:

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

This information is collected for the purpose of HEAT monitoring and tracking as described below.

Medical, accessibility or dietary requirements

Lancaster University is committed to equality, diversity and inclusion. Prior to the delivery of widening participation events or activities with young people, we ask schools to make us aware of

any **medical conditions, accessibility requirements or dietary considerations** (that directly impact on a young person's participation) so that reasonable adjustments can be made in advance. This information is required for event planning purposes so that young people can fully participate in activities and catering is suitable for those with specific dietary requirements, allergies and intolerances.

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 a young person (**first name, surname, date of birth, postcode and school**).

This information will be used for monitoring and tracking purposes and will also be used to monitor a student's 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 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 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 reading the information on their website: [HEAT Privacy Notice](#) and watch the [HEAT Data Privacy Video - Lancaster University](#).

Please note: If a student (or parent) wishes to object to monitoring and/or tracking through HEAT, they can 'opt out' without impacting on the young person's ability to take part in the WP project or activity. The school will select "Do not Monitor" and/or "Do not Track" in the online MS form provided and these details will not be entered into HEAT.

What happens if any student information changes?

If any of the data that Lancaster University holds about young people changes, please inform us as soon as possible to ensure that we can update our records. Please contact us by email: outreach@lancaster.ac.uk, or let us know via the designated school contact.

How will identifiable information be collected and stored?

All identifiable data will be shared with Lancaster University via a secure, online MS form.

What happens in the case of non-completion of a WP programme?

If a young person decides not to complete a programme or activity, the team will delete all identifiable information that we hold on Lancaster University systems by the end of the academic

year. We will only retain a record of the number of young people that did not complete the programme from each school, 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 may contact a young person in the future to discuss their experiences and the impact that this has had on their decision-making, applications and progression to university. Towards the end of some programmes, we will contact the school and request for the young person's consent to do this, and then contact them 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 a young person's 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 personal data and information relating to associated rights under the General Data Protection Regulation (GDPR).

If you would like to speak to someone about how Lancaster University processes and stores data, including how to request that 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](#).