

## Stepping into University SOOC

This privacy notice is to inform you about the information we collect about you through the Microsoft form you are completing.

The data you provide will enable us to analyse the effectiveness and success of the **Stepping into University** Project which is designed to support and guide school age and mature students through the transition from post 16 study or work into higher education. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, why and how we use your data, and about the rights you have:

We are The University of Northampton, Access and Participation Team, Waterside Campus, University Drive, Northampton, NN1 5PH. You can contact us by post at the above address, by email at [Kahvan.Brayn@Northampton.ac.uk](mailto:Kahvan.Brayn@Northampton.ac.uk) or by telephone on +7510 382472 to find out more about this resource and why it is in place to support transition into higher education. We are required to have a Data Protection Officer, so any enquiries about our use of your personal data should be addressed to [recordsmanager@northampton.ac.uk](mailto:recordsmanager@northampton.ac.uk). You can ask us to stop using your information once collected at any time and the simplest way to do this is to send us an email or telephoning us using +44 1604 892823.

We will use your information to evaluate the impact of the University's **Stepping into University** resources. We have a legitimate interest to do this, and we will only use the data for the said research. Your information is stored in a national database called HEAT, and it is not sent outside of the UK. We will not use the information to make any automated decisions that might affect you. By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate using the contact details above. You can also ask for it to be erased and you can ask for us to give you a copy of the information.

Data may be retained until the student has reached their 30th Birthday. If you would prefer UON to stop processing your information, please contact [recordsmanager@northampton.ac.uk](mailto:recordsmanager@northampton.ac.uk) at any time.

Your right to complain - If at any time you have a complaint about our use of your information, please contact our Data Protection Officer at the email already identified above. If after that you are still dissatisfied you can contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to them at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.