

Privacy Notice: Registration for Levelling Up

In the course of completing this registration form, you have provided information about yourself ('personal data'), or as a parent/legal guardian of the person under the age of 18. We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data to process your application for Levelling Up at the Department of Physics, University of Oxford. Using your data in this way is necessary for a task that we carry out in the public interest (i.e. running events to promote access to Higher Education) and to meet our legitimate interests in promoting physics and applications to Higher Education.

Providing high quality outreach activities means being able to compare our activities to determine which ones best help students to move on to Higher Education and employment. In order to conduct long-term evaluation, tracking and research about access to Higher Education, we will retain your data for as long as we need it to meet the purposes set out above.

We also ask that you provide us with sensitive information (special category data) about yourself.

This information will only be used to:

- 1) Ensure the health and safety of event participants e.g. data relating to medical information or accessibility requirements. This data will only be shared in an emergency, for example with first aiders or medical staff. This data will be deleted within 3 weeks of the event.
- 2) Ensure we are providing equality of opportunity e.g. data relating to ethnicity and disability. This data will not be shared and will be deleted within 5 years of the end of the event.
- 3) Ensure we are able to conduct long-term evaluation, tracking and research about access to Higher Education. This data will be shared with Durham University, School of Education (more information below). This data will be deleted within 5 years of the programme.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We will add some of your data to the Higher Education Access Tracker database (HEAT, www.heat.ac.uk), which we use to record information about our outreach activities and those who take part in them. HEAT is a shared database used by a variety of organisations to identify which activities are most helpful in preparing students for higher education and progressing to employment.

Users include the University, its colleges, student organisations, educational charities and relevant public bodies (e.g. UCAS). The data added to HEAT comprises your personal details (name, gender, date of birth, postcode and school) and the events or activities in which you have participated. You can read further details about how your data on HEAT is used here:

<https://www2.physics.ox.ac.uk/sites/default/files/page/2019/01/04/privacy-notice-heat-data-050718-44153.pdf>

Data will be shared with:

- 1) Durham University, School of Education who are conducting a long-term evaluation for Levelling Up. This will include special category data (ethnicity, disability) and sensitive data (free school meal/pupil premium receipts and current or previous Looked After Child (LAC) status).
- 2) The Institute of Physics for the purpose of delivering the teaching aspect of the course.

The details can be found in the [data sharing agreement](#).

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website:

<https://www.infosec.ox.ac.uk/>.

Where we store and use your data

We store and use your data on University premises in manual and electronic form.

Your rights

Information on your rights in relation to your personal data are explained [here](#).

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at schools.liaison@physics.ox.ac.uk.

Changes to this privacy policy

We reserve the right to update this privacy policy at any time, and will seek to inform you of substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.