

Lincoln Bishop University Data Collection Details

Why are we collecting this information?

The participant has been invited to take part in an outreach activity with Lincoln Bishop University. We collect certain information so that we can ensure this and any future outreach activities are useful, effective, and reach the right young people.

The project is carried out in the public interest and for research purposes only. We use the information to help improve and target future outreach activities.

With your permission, data may also be linked to national education datasets to help us understand long-term outcomes, such as whether a student progresses to higher education in the future.

Some of the information we ask for on this form is special category personal data, such as ethnicity or disability. We collect this only with your explicit consent. You may leave these questions blank if you do not give consent.

Will we share the data you provide?

For research purposes only, we may share the data held on this form with the following receiving organisations:

- HEAT service and its partner institutions
- Your school/college (anonymised data)
- The Office for Students (OfS) and other regulatory bodies (anonymised data)

The data is held using a service called HEAT. You can find out more in the HEAT Privacy Notice: [Privacy Notice – HEAT](#)

What research do we do?

HEAT and the organisations receiving this data may link the information on this form with other educational data already held about the participant. This may include data held by the Department for Education on the National Pupil Database, UCAS records, and/or HESA records.

We may use this information to assess whether university outreach activities have made a difference to the participant's progression into higher education.

From time to time, we may publish reports based on this research. Any published data will be anonymised, and no individual will be identifiable. The data will not be used for any other purpose.

Personal data will be processed and stored securely in accordance with data protection legislation. Access will be restricted to relevant University staff and staff at partner organisations where necessary.

For more information about your rights, please see: www.ico.org.uk/ and for further information on how we process personal data, please see our Data Protection pages at: www.lincolnbishop.ac.uk/about/governance/data-protection

How long is information kept for?

We keep personal data only as long as needed to evaluate long-term educational outcomes. You can find out more information on the HEAT Privacy Notice here: [Privacy Notice – HEAT](#)

If you would like your record erased from the database, or would like any further information please contact outreach@lincolnbishop.ac.uk

Do you want more information?

Please email outreach@lincolnbishop.ac.uk to arrange to speak to our Widening Participation Officer about any queries you have on this. You can also use this email address to withdraw your consent to use your personal information at any time and ask for it to be removed from the HEAT database.

How do I complain?

If you are not happy with the way your information is being handled, please let us know on outreach@lincolnbishop.ac.uk. If you are not happy with our response, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (www.ico.org.uk).