Sutton Trust Pre-16 programmes privacy notice
September 2017

Privacy notice

Sutton Trust programmes are run in partnership with UK universities.

This means the information you provide on your application form will be stored by both parties. The university you apply to may share their own data privacy notice with you.

Below is information on how the Trust will use your information.

1. **What the Sutton Trust will do and why**

   The data you, your parents and teachers provide when applying to this programme will be used by The Trust to score your eligibility for the programme and evaluate the programme’s effectiveness.

   All the information you provide will only be used for the delivery or evaluation of the programme. It will be retained and processed by the Sutton Trust under the legal basis of legitimate interests. The Sutton Trust needs to evidence the reach and effectiveness of its programmes to funders, donors and trustees. As a social mobility charity, The Trust also aims to demonstrate the impact of its programmes on social mobility over time.

2. **Sharing your data**

2a. **Evaluation partners**

   The Trust will share your eligibility and background data with our evaluation partners so they can evaluate the effectiveness of the programme. Our evaluation partners are appointed each year and will vary depending on the programme. To see a list of the evaluation partners the Trust currently works with please see below. Our evaluation partners will store your information for one year following the completion of the evaluation. This will then be deleted.

   We, the University or our evaluation partners, will ask you to complete surveys and will link these to the data you provide in this application. We may also link the data you provide to additional educational data sets to evaluate your future educational and career outcomes. This will include looking at where you go to university and what jobs you do in future. We do this so that we can measure the impact that our programmes have on participants and ensure the programme is meeting its aims of increasing access to selective universities and careers. To see a list of the data sets the Trust and our evaluation partners may access, please see below.

3. **Storing your data**

   The Trust will store your full application for one academic year following the completion of the programme to respond to queries that may arise during this period. Following this, The Trust will delete your application but will store the information needed to track your education outcomes, this includes your name, date of birth, school, postcode and contact details to send surveys. Once The Trust has tracked your university and career destination, we will delete all identifiable information we store. We will retain an anonymised version of your eligibility for the programme and your education outcomes.
Your data will be treated confidentially and processed in accordance with the Data Protection Act (1998) principles. It will not be transferred outside of Europe. We will not say anything in our reports that could identify you and will not use your data in a way that would affect you individually. We will not use the data you provide for marketing purposes or pass it on to any third party not involved with the delivery or evaluation of the programme.

Under the Data Protection Act (1998) and General Data Protection Regulation (2018) you have the right to request the data held by us, to rectify this data if you know there is an error, to request erasure and to request data portability.

If you have any concerns about the processing or use of data for these purposes or would like a copy of the data you have supplied directly to us, requests should be made in writing to info@suttontrust.com.

If you decide in the future that you no longer want your information to be used in any evaluation, please contact the Sutton Trust by e-mailing info@suttontrust.com or phoning 020 7802 1660. This will not affect your place on the programme.

If you have any complaints about the way your data has been handled you can contact the ICO on 0303 123 1113. They are open Monday to Friday between 9am and 5pm.

Changes to legislation

The General Data Protection Regulation (GDPR) will come into force in May 2018. This will change the laws surrounding data protection. The Trust has prepared this data notice to be compliant with the changes in the law, however, further detail is yet to be released. If our practices change, due to the changes in the law, we will contact you via email or post with an updated data privacy notice.

Data sets that the Trust may link to:

Department of Education attainment data held on the National Pupil Database, UCAS records and/or HESA student records, Destination of Leavers from Higher Education survey,

Sutton Trust current evaluation partners:

Higher Education Access Tracker (HEAT), National Foundation for Educational Research (NFER), The Bridge Group, Education Research and Analysis (ERA), Centre for Evaluation and Monitoring (CEM), EMWPREP