



# Sutton Trust Data Protection Statement

## 1. What we do and why

The data you provide on this application form will be used to score your eligibility for the programme, process your application, allow universities to contact you regarding their decisions 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. Delivery partners

In order to deliver the programme, The Trust will share your application with the university you have applied to. We may also share your contact details and any access needs with other delivery partners i.e. work experience placement provider to set up your placement.

Our university partners may assess your eligibility for the programme using their own systems and may share your data with funding and research bodies to demonstrate the impact and reach of the programme. They are responsible for compliance in storing and processing your data once The Trust has shared it. They may be in touch to share their own procedures with you.

### 2b. 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 [click here](#) (we will have link to webpage here).

We, or our 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 may access, please [click here](#) (we will have link to webpage here).

## 3. Storing your data

The Trust will store your full application for one academic year 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. 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.

## Further contact consent

The data you have provided may also be used for the following activities, if you provide consent

[Yes / No] If you would like to receive information from The Sutton Trust about additional opportunities e.g. other programmes, financial bursaries and receive Trust updates, please tick this box

[Yes / No] If you would like to receive information from our university partners about additional opportunities e.g. other programmes please tick this box

[Yes / No] The Trust may share your details with universities in the consortium to support your application to university and highlight your eligibility for contextual offers and bursaries. The university may then contact you to give you further information. Please tick to agree to this

[Yes / No] If you would like to be invited to our alumni network after you graduate from the programme, please tick this box

## Photo Consent

The Sutton Trust or our delivery partners may take photographs or video of you while attending the programme, and use these for fundraising, publicity or other purposes to help achieve the organisation's aims. This might include (but is not limited to), the right to use them in our printed and online publicity, social media, press releases and funding applications.

[Yes / No] Please tick this box, if you give permission to the Sutton Trust to use your photos as described above

## Your rights

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](mailto: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](mailto: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 with an updated data 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)

### **Funding bodies that universities may report to:**

Higher Education Funding Council for England (HEFCE), Department for Education, Higher Education Statistics Agency (HESA), University and Colleges Admissions Service (UCAS), Higher Education Access Tracker (HEAT), East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP), Connexions, or the National Data Service.