

Data processing and privacy notice:

All data collected via the Reach for Excellence Student Application, Student Details Form, and Parent/Guardian Declaration (or Independent Student / Student Over-18 Declaration where appropriate) will be stored in accordance with the Data Protection Act by the University of Leeds. Data will only be used for selection and monitoring to ensure we meet the individual needs of every participant and to ensure that our activities comply with health and safety regulations and our commitment to equality and diversity. **Data collected will be kept secure at all times.** Personal data belonging to an individual will be stored for a maximum of five years and anonymised data for a maximum of ten years or until the end of the project (whichever is sooner).

To ensure that Reach for Excellence and associated activities are of the highest possible quality we will record and analyse trends in students' attendance and progression through the programme and will provide updates to our partner schools and colleges regarding their own students' engagement with the scheme. For research and monitoring purposes student data may be shared with the Higher Education Funding Council for England (HEFCE), Department for Education, Higher Education Statistics Agency or the University and Colleges Admissions Service (UCAS) and our partners including colleges, schools, Higher Education Access Tracker service subscribers, Connexions and the National Data Service. To help evaluate the effectiveness of activity at the University of Leeds as part of the government policy to widen participation in higher education and to inform future policy we will specifically track the university/universities that Reach for Excellence participants apply to and the chosen destination university and course after they complete the programme. **The University and its partners will not use participant/student records in any way that would identify or impact upon any student without seeking additional permission first. We will not release personal data to anyone who is unauthorised.**

If the Reach for Excellence programme or Educational Engagement team is subjected to a Freedom of Information request, all data supplied will be made anonymous and at no time will data/participants be individually identified.

You have the right to opt out of sharing your data at any time, please contact the team on reachforexcellence@leeds.ac.uk or call 0113 343 8471 to do this. Under the Data Protection Act 1998 you have the right to a copy of the data held about you by us, for a small fee. If you have any concerns about the 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 Louise Banahene, Head of Educational Engagement, University of Leeds, Leeds LS2 9JT.

Please note: From time to time we may approach participants in Reach for Excellence activities to invite them to participate in "case study" interviews, focus groups or similar activities which could be used as an example of our work to our colleagues at the University of Leeds and/or as an illustrative or promotional tool for external use when communicating with potential applicants to the Reach for Excellence scheme, their parents or carers, school or college staff, or research partners. **There is no obligation to participate in these activities. Separate consent** will always be sought from participants (and their parents/carers where the student is under the age of 18) in case study interviews. Any requests to participate in such activities will always make clear exactly how the student's information will be used.