

## Short form privacy notice for telephone interviews relating to the evaluation of the access and participation reforms

Here is a short summary of how the personal information you submit will be held and used:

- The personal data being processed is: your name, email address, telephone number, job title, the name of the higher education provider that you work for.
- If your provider is selected for the sample, your personal information will be used to arrange a telephone interview with you to enable the Office for Students (OfS) to evaluate the access and participation reforms. The interview will be arranged and conducted by Shift Learning.
- The Data Controller of the personal information you submit is the OfS.
- The Data Processor is Shift Learning. If you express an interest in this project, the personal data noted above will be shared with Shift Learning, who we have selected to process your personal data on our behalf to carry out the telephone interviews.
- The legal basis for processing your personal information is UK GDPR Article 6(1)(e): the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law. In this case, the processing is necessary to allow the OfS to evaluate the access and participation reforms. This activity aligns with the duties of the OfS as set out in section 12 and schedule 1 of the Higher Education and Research Act (HERA) 2017.
- Participation in this project is optional. You, or the provider that you work for, will not be put at any disadvantage if you choose not to partake in the evaluation exercise.
- Once the telephone interviews are complete, the transcript will be anonymised and coded. This anonymised aggregate coded data will be shared with the OfS, with all identifiable personal information removed.
- Your personal data will be stored on secure servers within the UK.
- The data will be retained until September 2025, then securely disposed of from Shift Learning's network, unless they are recommissioned to do further interviews in subsequent years.
- If Shift Learning are recommissioned, you may be contacted again to take part in further interviews.
- You have certain rights in relation to your personal information, which are set out at: <https://ico.org.uk/your-data-matters/>.

- You may contact our Data Protection Officer ([dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)) with any queries or concerns you have about the use of your personal information.

You may also wish to read the 'Collecting personal data for regulatory purposes' section of our general privacy notice, which explains in more detail how and why your personal data will be used. This is available at: <https://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/>.