

Technopolis: Full privacy notice

1. Introduction

The Office for Students (“OfS”) is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act 2017. You can find more information about OfS and the work that we do on our website: www.officeforstudents.org.uk

The OfS has provided funding for a Centre for Transforming Access and Student Outcomes (TASO-HE) which aims to eliminate equality gaps and student outcomes within higher education through evidence-based practice. TASO-HE is affiliated the Government’s WhatWorks network.

We have commissioned an evaluation into the impact of our investment into the TASO-HE Centre to gain a better understanding of whether the Centre is successful in delivering its objectives. The contract to carry out the evaluation project has been awarded to Technopolis who will process personal data on behalf of the OfS for the purposes of carrying out this evaluation into TASO-HE.

The OfS is committed to protecting your personal information and being clear about what information we hold about you and how we use it. This privacy notice tells you how your personal data will be used to enable Technopolis to implement its evaluation project into TASO-HE.

The OfS is registered with the Information Commissioner’s Office (ICO). Our registration number is ZA309955 and you can check our entry details on the ICO’s website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

2. Data controller and Data Protection Officer

OfS is the “data controller” of any personal information collected within scope of this privacy notice. Our location and contact details are below:

Office for Students

Nicholson House

Lime Kiln Close

Bristol

BS34 8SR

Tel: 0117 931 7317

Email: dp@officeforstudents.org.uk

Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. You can contact the DPO using the details above.

3. How we will use your information

We can only use your personal information where we have a specific purpose or purposes for doing so.

The OfS has asked Technopolis to evaluate the delivery and impact of our investment into TASO-HE using a rigorous methodology designed to capture impact. As part of the evaluation project, Technopolis is required to:

- Determine the impact of the OfS's investment in TASO-HE in relation to the OfS's and TASO-HE's specific aims
- Understand how TASO-HE is delivering its outcomes, including those outcomes identified by the OfS
- Provide reasonable and impartial solutions to the OfS and TASO-HE about the effective delivery of the Controller's grant funding
- Understand TASO-HE's contribution to the achievement of the OfS's objectives and performance measures in the areas of access and participation, evidence and evaluation, effective practice and student engagement.
- Align the evaluation methodology with approaches of other WhatWorks centres to provide a shared understanding.

To achieve the above aims, Technopolis will be carrying out interviews, online surveys (which will be distributed directly by Technopolis) and interactive discussions with registered providers, OfS staff, sector stakeholders and other WhatWorks Centres for the purposes of:

- Obtaining viewpoints about the work and impact of TASO-HE
- Identifying what evidence and evaluation methodologies are used by other WhatWorks Centres
- Evaluating whether the funding for TASO-HE has been effective in delivering specified objectives
- Identify where the OfS and TASO-HE can effectively deliver grant funding

If we want to use your personal information for a reason other than those purposes set out above, we will tell you before we start that use and provide further information about the new purpose(s).

4. Legal basis for using your personal information

Under data protection legislation, we require a legal basis to be able to process your personal information for the purposes set out above.

In this case, the legal basis is:

- Processing of the personal data is necessary to meet the legitimate interests of the controller (GDPR Article 6(1)(f))

- These legitimate interests are set out below.

Legitimate interests

- Using the personal data to gain an insight and understanding of the effectiveness of the investment into TASO-HE and whether the investment is delivering its aims and objectives
- Using the personal data to obtain the views of external stakeholders (such as providers and other WhatWorks Centres) into the effectiveness of TASO-HE, in order to identify further input, improvements and funding requirements, if needed
- Using the personal data to obtain an insight into the approaches used by providers and other WhatWorks Centres in order to implement a national understanding of how to improve student access and outcomes.

5. What personal information we will collect

The personal information we will collect and use as part of this the evaluation project with Technopolis is set out below:

- Name of individuals taking part in the project
- Job title of individuals taking part in the project
- Contact details of individuals taking part in the project
- Notes of any interview responses provided as part of the project
- Survey responses provided as part of the project

6. Who we give your personal information to

As part of the evaluation, project, the OfS will share your personal information to some other organisations for specific reasons, as explained below:

- We have asked that Technopolis share findings of the evaluation project with TASO-HE in order to meet the purposes of processing the personal data (as set out in section 3).
- The OfS will share the contact details of data subjects (name and email address) with Technopolis so that Technopolis can distribute the surveys.
- The OfS will also share anonymised relevant data and research with Technopolis to aid them with the evaluation of TASO-HE. This data and research will not identify any individuals.
- The OfS will also share TASO-HE's governance documents and internal documents (for example, copies of grant letters to TASO-HE) with Technopolis to support them with the project.
- The coding framework used to analyse Access and Participation plans at the OfS may also be shared with Technopolis. This coding framework will not identify any individuals.

This sharing and its purposes has been included in our contractual agreement with Technopolis. We have also reviewed the data protection and security measures in place at Technopolis before sharing your personal information to ensure it is not put at any undue risk as a result of the sharing.

We will not disclose your information to any other organisation other than those listed except where required to do so as part of our functions or by law.

7. Where your personal information will be stored

Your personal information will be stored on secure Office 365 servers by Technopolis and the OfS within the UK and will not be transferred outside of this country unless required by a court order.

8. How do we protect your personal information

The OfS has a number of security measures in place to protect your personal information, listed below:

- Accredited to the Cyber Essentials PLUS standard for cyber security
- All staff are required to undertake training in data protection and information security on joining OfS and then on an annual basis;
- Formal information security policies that must be read and understood by all staff;
- Personal information is only available to those members of staff who require access as part of their role.

As part of the contract tender, Technopolis were also required to inform of their data security controls. Technopolis have confirmed that:

- Their Group IT security policy provides all of their staff with guidance and awareness measures
- Personal data is stored within Office 365 and personal data is only accessible to assigned members of staff who need access for their specific roles on clients' projects.

9. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to request:

- A copy of your personal information;
- Inaccurate personal information held about you is corrected;
- Your personal information to be deleted;
- Processing of your personal information is restricted;
- A copy of your information in a format that allows easy transfer ("data portability");
- That you are not subject to automated decision making or profiling (if these take place).

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. Further information can be found about these rights and our processes for handling such requests at:

<https://www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/>

10. How long we will hold your personal information

We are only able to retain a copy of your personal information as long as it is still needed for the purpose(s) for which it was collected. The personal information you have submitted will be until the end of the project with Technopolis which is expected to be March 2024.

After that point, your personal information will be confidentially and securely disposed of by Technopolis and the OfS.

11. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled by OfS, please contact us via our Data Protection Officer (details in section 2) and we will try to resolve your issue informally.

If we are not able to resolve the issue to your satisfaction, you can also make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

12. Changes to this notice

We keep our privacy notices under regular review and we will inform you of any changes to this notice by placing an update on our website.

This privacy notice was last updated in March 2020.