

Greater Manchester Higher (GMH) is a programme run by Universities and Further Education Colleges in the Greater Manchester area to help increase the number of students making the choice of progressing onto higher education.

The programme is led by Manchester Metropolitan University (the University) and forms part of the Office for Students (OfS) Uni Connect Programme.

GMH runs a range of activities with schools and learners raising awareness of the benefits of higher education. Universities and Further Education Colleges are expected to evaluate this work to demonstrate the impact it is having. For example the University/Central GMH Team:

- Monitor and evaluate the effectiveness of GMH outreach programmes;
- Produce statistics, including event application and participation numbers, and participant outcomes; and
- Track future outcomes of event participants, including applications to Greater Manchester universities and other Higher Education Institutions
- GMH does not track educational attainment.

In order to assist us with this activity you are able to **volunteer** your personal information.



### How will we use your information?

1. Whoever is leading the activity will collect your data collection form; this will be passed to the relevant GMH Hub for your school.
2. The Hub will enter your information into a spreadsheet, which is securely communicated with the central GMH Team at the University who will upload your information to the Higher Education Access Tracking (**HEAT**) service provided and managed by the University of Kent.
3. This will allow your involvement in GMH activities to be monitored and allow us to track your progression into further education, higher education and/or on into employment.
4. From **HEAT**, it will be shared with public bodies such as the Higher Education Statistics Agency (**HESA**), the Office for Students (**OfS**), the Department for Education (**DfE**) and the Universities and Colleges Admission Service (**UCAS**). These bodies will also share data with HEAT about your progression into education and employment.

For any questions or queries about our use of your personal information or to opt out of the tracking activity at any time, please write to: [gmhigher@mmu.ac.uk](mailto:gmhigher@mmu.ac.uk)

## PLEASE FILL IN THE DETAILS BELOW

First name: ..... Surname: .....

Your Date of Birth:    /    /    Your Home Postcode: .....

..... (the first line of your address if you don't know your postcode)

School/College/Sixth Form you currently attend:

..... Year Group: .....

Gender:  Male  Female  Other  Prefer not to say

Ethnicity (please circle the ethnicity that best describes you).  Prefer not to say

<b>White</b>	1. English/Welsh/Scottish/ Northern Irish/British	2. Irish	3. Gypsy or Traveller	4. Any other White background
<b>Mixed/ Multiple ethnic groups</b>	5. White and Black Caribbean	6. White and Black African	7. White and Asian	8. Any other Mixed/ Multiple ethnic background
<b>Asian/Asian British</b>	9. Indian	10. Pakistani	11. Bangladeshi	12. Chinese
<b>Black/African/ Caribbean /Black British</b>	13. African	14. Caribbean	15. Any other Black/ African/Caribbean background	
<b>Other ethnic groups</b>	16. Arab	17. Irish Traveller	18. Any other ethnic group	

### Do any of the following describe you? (Choose as many as relate to you)

- Receiving Free School Meals  Currently in care or have been in care in the past
- Young carer  Learner with a disability  Neither your parent(s) or carer(s) attended Higher Education  Asylum seeker/refugee  Member of a military family

Parent/Guardian signature: ..... Date:    /    /

Signed: ..... Date:    /    /

### Further Privacy Notice Information

**The University** is the **Controller** in respect of the personal information you submit on this form.

GMH partners include: Ashton Sixth Form College, University of Bolton, Bolton College, Bury College, Holy Cross 6th Form College, Hopwood Hall College, LTE Group, University of Manchester, Manchester Metropolitan University, Royal Northern College of Music, University of Salford, Salford City College, Stockport College, Tameside College, Trafford College Group, University Campus Oldham, and Wigan and Leigh College

\*Please note only aggregated, i.e. anonymised data from your form is shared with all GMH partners.

**Our lawful basis** - As a public authority acting in the public interest the University relies on the 'public task' lawful basis. The public interest is promoting and widening access to Higher Education, particularly amongst underrepresented groups. The overall aim of the programme is to work towards the government's goal of increasing the number of young people from underrepresented groups who go into higher education. For further information, search 'Uni Connect' using your preferred search engine.

The clear basis in law to undertake this activity is the Higher Education (Access and Participation Plans) (England) Regulations 2018. S2(1)(f) which states that Higher Education Institutions shall monitor and evaluate its compliance of its provisions set out in its access and participation plans, and its progress in achieving its access and participation objectives.

Your ethnicity and additional indicator information is defined as 'special category' information under the GDPR. The collection of this information is necessary for research and statistical purposes, which are in the public interest.

Your personal information may also be **shared** with third parties; including:

- The Higher Education Access Tracking (HEAT) service, who monitor and evaluate outreach activity by Higher Education providers. This will apply to HEAT storing your data or to any third party organisation that they may use to manage their database.

- HEAT may in turn share your data, for research purposes only, with organisations who have an official right to process educational data. This may include Government departments or agencies such as:
  - The Office for Students (OfS)
  - Higher Education Statistics Agency (HESA) or
  - Non-government organisations such as UCAS (application system for University/HE)

The relevant GMH Hub will retain your hardcopy Destination Tracking Data Collection Form for a **one-month** period. Electronic copies of the Destination Tracking Data will be stored for up to 3 years following the end of the programme. Your personal information will be stored on the **HEAT** system for approximately 12 years after you graduate from University/Higher Education. Your data will go through an anonymisation process every 7 years.

You have a range of rights in relation to your personal information, including the right to request deletion / object to our processing, the right of access, the right of rectification, and the right to restrict processing. If you want to exercise these rights or wish to speak to us for any other reason about your personal data please contact us at: [gmhigher@mmu.ac.uk](mailto:gmhigher@mmu.ac.uk).

Our Data Protection Officer can also be contacted using [dataprotection@mmu.ac.uk](mailto:dataprotection@mmu.ac.uk), by calling 0161 247 3884 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH.

You also have the right to make a complaint about the way your personal information has been used with the Information Commissioner's Office. For further information, please see: <https://ico.org.uk/global/contact-us/>