Privacy Notice – Cardiff Metropolitan University Widening Access

[Cardiff Metropolitan University](https://www.cardiffmet.ac.uk/Pages/default.aspx)’s Widening Access Team aims to ensure that people of any age, background or ethnic group are given a fair and equal opportunity to study at the University in a supported manner. The Team is committed to ensuring that everyone with the determination, skills, and desire to access Higher Education (HE) should be able to do so. ​For more information about Widening Access at Cardiff Metropolitan University, please click [here](https://www.cardiffmet.ac.uk/study/wideningaccess/Pages/default.aspx).

The following Privacy Notice describes how your data is managed by Widening Access in accordance with data protection legislation - the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA18).

Introduction

Cardiff Metropolitan University is the Data Controller and is committed to protecting the rights of individuals in line with the UK GDPR and the DPA18. Its Privacy Statement can be found [here](https://www.cardiffmet.ac.uk/about/Pages/privacy-statement.aspx).

Data Protection Contact

Cardiff Metropolitan University’s Information and Data Compliance Officer can be contacted via the following routes (if you have any further queries regarding the processing of your data):

Email:[SWeaver@cardiffmet.ac.uk](mailto:SWeaver@cardiffmet.ac.uk)and/or [dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk).

Overview

By means of this notice, Widening Access wishes to notify you of the following:

* The personal data and special category data it collects;
* Why this data is collected and processed;
* Who has access to this data including who Widening Access shares the data with;
* The legal basis for processing personal and special category data;
* Technical and organisational measures to ensure personal data remains secure;
* Retention periods; and
* General information.

Personal Data Collected

**Enrolment Forms (Accredited Courses)**

* Address
* Contact Mobile/Telephone Number
* Date of Birth
* Email
* Name
* Student Number

**Enrolment Forms (Taster Courses)**

* Address
* Contact Mobile/Telephone Number
* Email
* Name

**Enrolment Forms (Summer School)**

* Address
* Contact Mobile/Telephone Number
* Email
* Name

**Evaluation Forms (Initial Assessment)**

* Address
* Contact Mobile/Telephone Number
* Email
* Name

**Evaluation Forms (Final Course Evaluation)**

* Address
* Contact Mobile/Telephone Number
* Email
* Name

**Mailing List**

* Email

**Contact Us Webpage**

* Contact Mobile/Telephone Number
* Email
* Name

**Community/Promotional Events**

* Address
* Contact Mobile/Telephone Number
* Email
* Name

Special Category Data Collected

(Please note: Special category data is personal data that needs more protection because it is sensitive)

**Enrolment Forms (Accredited Courses)**

* Personal data revealing racial or ethnic origin
* Personal data revealing religious or philosophical beliefs
* Personal data concerning health

**Enrolment Forms (Taster Courses)**

* Personal data revealing racial or ethnic origin
* Personal data revealing religious or philosophical beliefs
* Personal data concerning health

**Enrolment Forms (Summer School)**

* Personal data revealing racial or ethnic origin
* Personal data revealing religious or philosophical beliefs
* Personal data concerning health

What Widening Access uses your Personal Data for

**Enrolment Forms (Accredited Courses)**

To enable you to enrol on the University’s [free accredited courses](https://www.cardiffmet.ac.uk/study/wideningaccess/Pages/Accredited-Courses.aspx).

**Enrolment Forms (Taster Courses)**

To enable you to enrol on the University’s [taster courses](https://www.cardiffmet.ac.uk/study/wideningaccess/Pages/Non-accredited-courses.aspx).

**Enrolment Forms (Summer School)**

To enable you to enrol on the University’s free [Summer School courses](https://www.cardiffmet.ac.uk/study/wideningaccess/Pages/Summer-School.aspx).

**Evaluation Forms (Initial Assessment)**

To allow the University to be informed about what you hope to learn from the course and your existing level of knowledge.

**Evaluation Forms (Final Course Evaluation)**

To allow the University to be informed about your Widening Access course experience and your level of knowledge at the end of the course.

**Mailing List**

To enable you to join the Widening Access mailing list.

**Contact Us Webpage**

To contact someone from the Widening Access- or First Campus team for further information about Widening Access/First Campus at Cardiff Metropolitan University.

**Community/Promotional Events**

To enable Widening Access to send you news, updates and information about activities and future courses and events.

Sharing Information with Other Organisations

If you have completed an Enrolment Form or an Evaluation Form, this data will be processed by Widening Access via [Qualtrics](https://www.qualtrics.com/uk/?rid=ip&prevsite=en&newsite=uk&geo=GB&geomatch=uk) .Please click [here](https://www.qualtrics.com/privacy-statement/) for Qualtrics’ Privacy Statement. Qualtrics is a US based company and although the company is fully accepting of its data protection and information security obligations, the US does not have the same robust and stringent data protection laws as those in the UK and the EU. Please familiarize yourself with Qualtrics’ [Privacy Policy](https://www.qualtrics.com/privacy-statement/) and if you have any concerns over the handling of your data contact [dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk)

If you have given your consent to be contacted for the purpose of community/promotional events, this data will be processed by Widening Access via [MailChimp](https://mailchimp.com/). Please click [here](https://mailchimp.com/legal/privacy/) for MailChimp’s Privacy Policy. MailChimp is a US based company and although the company is fully accepting of its data protection and information security obligations, the US does not have the same robust and stringent data protection laws as those in the UK and the EU. Please familiarize yourself with MailChimp’s [Privacy Policy](https://mailchimp.com/legal/privacy/) and if you have any concerns over the handling of your data contact [dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk).

Widening Access may also share your data with partner organisations for the purposes of administering your course and confirming your attendance/attainment. The partner organisations are community organisations which direct Widening Access to which courses are needed in the local community in which it works. Some of them include:

|  |
| --- |
| * [Adamsdown Primary School](https://www.adamsdownprimarycardiff.co.uk/) |
| * [Barry Library](https://www.facebook.com/barrylibrary/) |
| * [Cadwyn Housing Association](https://www.cadwyn.co.uk/) |
| * [Cardiff Community Housing Association](https://ccha.org.uk/) |
| * [Cardiff West Community High School](https://www.cardiffwestchs.cardiff.sch.uk/) |
| * [Maindy Centre](https://www.facebook.com/maindycentre/) |
| * [Cathays High School](https://www.cathayshigh.co.uk/) |
| * [Ely and Caerau Community Hub](https://www.facebook.com/ElyandCaerauHub/) |
| * [Grangetown Community Hub](https://www.cardiffneighbourhoodregeneration.co.uk/index.php?section=projects&option=Grangetown_Community_Hub) |
| * [Grass Roots](https://www.fawtrust.cymru/grassroots/) |
| * [Hywel Dda Primary](https://www.hywelddaprimary.co.uk/) |
| * [Palmerston Centre for Lifelong Learning](https://barry-vale-of-glamorgan.cylex-uk.co.uk/company/palmerston-centre-for-life-long-learning-15669262.html) |
| * [Prescoed Prison](https://www.gov.uk/guidance/prescoed-prison) |
| * [Severn Primary School](https://www.severnprimaryschool.co.uk/) |
| * [St Fagans National Museum of History](https://museum.wales/stfagans/) |
| * [Star Hub](https://www.better.org.uk/leisure-centre/cardiff/star) |
| * [Taff Housing Association](https://taffhousing.co.uk/) |
| * [Tonyrefail Community School](https://tcs.cymru/) |
| * [Trowbridge Community Centre](https://ccha.org.uk/) |
| * [Willows High School](https://www.willowshigh.co.uk/) |
| * [YMCA](https://www.ymca.org.uk/about/what-we-do/ymcas-in-wales) |

The information shared with these organisations is limited to:

* An exchange of basic information (e.g. names of attendees if the community partner is hosting the course at one of their venues); and
* Summarized information as to how many students may have progressed onto further learning after a course.

If you would like more information about the Partner Organisations, please contact: The Widening Access Team; [wideningaccess@cardiffmet.ac.uk](mailto:wideningaccess@cardiffmet.ac.uk).

No other third parties will have access to your personal data unless the law allows them to do so.

Widening Access’s Legal Basis for Processing Your Personal Data

In order to process your personal- and special category data, Widening Access must ensure that it is compliant with one of the ‘Lawful Bases’ for processing under Article 6 and Article 9 of the UK GDPR. This means that it must have a lawful reason for using/storing personal information for the purposes outlined in the “What Widening Access uses your Personal Data for” section of this notice.

Article 6.1(a) – **Consent**

*The data subject has given consent to the processing of his or her personal data for one or more specific purposes.*

Article 6.1(e) – **Performance of a Public Task**

*Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.*

Article 9.2(a) – **Explicit Consent**

*You have given explicit consent to the processing of those personal data for one or more specified purposes.*

Security of Processing

As the Controller, Cardiff Metropolitan University has implemented technical and organisational measures to ensure personal data processed remains secure, however absolute security cannot be guaranteed. Should you have a concern about a method of data transmission, the University will take reasonable steps to provide an alternate method. For more information about IT security at Cardiff Metropolitan University, and keeping your data safe, please click [here](http://study.cardiffmet.ac.uk/IT/Pages/IT-Security.aspx).

Retention of Personal Data

Widening Access will retain Enrolment and Evaluation Forms for 10 years. The data will then be securely destroyed in accordance with Cardiff Metropolitan University’s [Records Management Policy](https://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Records%20Management%20Policy.pdf).

Personal data captured for the Mailing List will be kept until you decide to opt-out/unsubscribe. Your email address will then be securely destroyed in accordance with Cardiff Metropolitan University’s [Records Management Policy](https://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Records%20Management%20Policy.pdf).

Widening Access will retain personal data from its Contact Us Webpage for 12 months. The data will then be securely destroyed in accordance with Cardiff Metropolitan University’s [Records Management Policy](https://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Records%20Management%20Policy.pdf).

Personal data obtained for the purpose of communications regarding Community/Promotional Events will be securely destroyed immediately after use.

Individual Rights

The lawful basis for processing can affect which Rights are available to individuals.

Using Consent as the lawful basis for processing, your Individual Rights include:

* The Right to Access
* The Right to Rectification
* The Right to Erasure
* The Right to Portability
* The Right to Withdraw Consent

Using Performance of a Public Task as the lawful basis for processing, your Individual Rights include:

* The Right to Access
* The Right to Rectification
* The Right to Object
* The Rights Related to Automated-Decision Making inc. Profiling

For more information about these Rights, please click [here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/).

General

Cardiff Metropolitan University has a Data Protection Policy, which can be found [here.](http://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Data-Protection---Records-Management.aspx)

If you wish to make a complaint about the way your personal data has been processed you can find details of how to do so [here](http://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Data%20Protection/How%20to%20Request%20Information%202018.pdf).

If this process does not resolve your issue, or if you wish to take your complaint further, you have the right to contact the Information Commissioner. The contact details are:

Information Commissioner’s Office – Wales  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

0330 414 6421

[www.ico.org.uk](http://www.ico.org.uk)