

Privacy Notice for the “Survey Validation of a TASO Draft Questionnaire” - Project #5668

Introduction

The Centre for Transforming Access and Student Outcomes in Higher Education (“TASO”, “we”, “our”) is committed to protecting the privacy and security of the personal data we collect about end customers and users of our services (“you/your”).

The purpose of this privacy notice is to explain what personal data we collect about you when we conduct analysis for the *Survey Validation of a TASO Draft Questionnaire* project. When we do this, we are the data controller.

Please read this privacy notice carefully as it provides important information about how we handle your personal information and your rights. If you have any questions about any aspect of this privacy notice you can contact us using the information provided below or by emailing us at dpo@theevidencequarter.com quoting “*Survey Validation of a TASO Draft Questionnaire*” in the subject or body of the email.

This Privacy Notice is not to explain what data the Higher Education Access Tracker (HEAT) is collecting about you via this platform. To access the HEAT Privacy Notice related to this platform please click the following link: <https://heat.ac.uk/privacy-notice/>

Personal data we collect

HEAT shall collect your personal data as an independent controller and only share anonymous data with TASO.

Data Collected by HEAT

- Your name
- Your date of birth and age
- Your postcode
- Your gender and ethnicity
- Categories of information relating to you including:
 - POLAR quintile
 - IDACI decile
- Name of school or college and the school year group you’re in
- Whether you are the first generation in your family to attend higher education

Data that will be anonymised by HEAT before being shared with TASO:

- Your gender and ethnicity
- Categories of information relating to you including:
 - POLAR quintile
 - IDACI decile
- Name of school or college and the school year group you’re in
- Whether you are the first generation in your family to attend higher education

How we collect information about you

Only anonymised data will be shared with TASO from HEAT via secure encrypted email.

To understand how HEAT collect data please review the following link:

<https://heat.ac.uk/privacy-notice/>

Purposes for which we use personal data and the legal basis

When conducting the research study, we may use your personal data for the following purposes and on the following lawful bases. The table below is relevant to all data subjects involved in the research study:

Purpose	Lawful Basis for Processing
To anonymise your personal data to be ready for sharing with TASO.	The legitimate interest of the data controller.
To develop and test new survey scales for the most important psychosocial constructs.	The legitimate interest of the data controller.
To validate the survey scales using anonymised student data.	The legitimate interest of the data controller.

Sharing your data

No personal data is shared with anyone. Only anonymous data will be shared as part of this project.

Any anonymous data shared with the below categories of recipients is the minimum necessary for the task they have been instructed to carry out on our behalf or in conjunction with us. Each category of recipient is subject to pre-approved review to ensure comparative technical and organisational measure for keeping the data secure.

1. Research partners (only anonymous data is shared)

There may be scenarios where we are subject to a legal obligation to disclose or share your anonymous data, such as with law enforcement agencies, regulatory bodies or public authorities in order to prevent or detect crime. We will only ever disclose this data to these third parties to the extent we are required to do so by law.

We may also share your anonymous data if we choose to sell, transfer, or merge parts of our business and/or group, or our assets in the future. Or we may seek to acquire other businesses or merge with them. During any such process, we may share your data with other parties. We will only do this if they agree to keep your data safe and private. If a change to our group happens, then other parties may use your data in the same way as set out in this notice.

How long we keep your data

The anonymous data shall be kept indefinitely.

How we protect your data

We implement appropriate technical and organisational measures to protect data that we process from unauthorised disclosure, use, alteration or destruction. Data protection risk assessments are conducted for each research project and for all recipients of data used within any research data.

To confirm the validity of the anonymisation of the data being shared with TASO we have undertaken an anonymisation impact assessment according to the UK data protection regulator guidelines. Your information is securely stored on a dedicated drive, and access is controlled by TASO's secure access policy for the duration of the research study period.

We will always keep these under review to make sure that the measures we have implemented remain appropriate.

Data is not subject to any automated decision-making.

Your rights and options

You have the following rights in respect of your personal data:

- You have the right of access to your personal data and can request copies of it and information about our processing of it.
- If the personal data we hold about you is incorrect or incomplete, you can ask us to rectify or add to it.
- Where we are using your personal data with your consent, you can withdraw your consent at any time.
- Where we are using your personal information because it is in our legitimate interests to do so, you can object to us using it this way.
- Where we are using your personal data for direct marketing, including profiling for direct marketing purposes, you can object to us doing so.
- You can ask us to restrict the use of your personal data if:
 - It is not accurate,
 - It has been used unlawfully but you do not want us to delete it,
 - We do not need it any-more, but you want us to keep it for use in legal claims, or
 - if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request.
- In some circumstances you can compel us to erase your personal data and request a machine-readable copy of your personal data to transfer to another service provider.
- You have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise your rights, please contact us at dpo@theevidencequarter.com.

How to Complain

You can also lodge a complaint with the Information Commissioner's Office. They can be contacted using the information provided at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://ico.org.uk/concerns/>.

Contact us

If you have any questions, or wish to exercise any of your rights, then you can contact:

Organisation: The Centre for Transforming Access and Student Outcomes in Higher
Education (TASO)
Address: TASO, Evidence Quarter, 4th Floor, Albany House, Petty France, London,
SW1H 9EA
E-mail: info@taso.org.uk

Alternatively, you can email us at dpo@theevidencequarter.com

Changes to this privacy notice

We may update this notice (and any supplemental privacy notice), from time to time as shown below. We will notify you of the changes where required by applicable law to do so.

Last modified 28 October 2022