

Privacy Notice for the Ethnicity Degree Awarding Gap Typology Project

Introduction

The Centre for Transforming Access and Student Outcomes in Higher Education and its affiliates, subsidiaries and related entities (“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 research for the Ethnicity Degree Awarding Gap Typology project. When we do this, we are joint data controllers with Staffordshire University, who have been commissioned by TASO to deliver the project (“project team”).

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 or dataprotection@staffs.ac.uk quoting “*Ethnicity Degree Awarding Gap Typology*” in the subject or body of the email.

Personal data we collect

We shall be processing the data of one category of data subject, hereby known as ‘sector stakeholders’. These are individuals that work in or with the higher education (HE) sector, with a particular focus on the ethnicity degree awarding gap. Please read the section below on the data we will collect:

Sector stakeholders

- Your name
- Your email address
- Your place of work/employer
- Your occupation/job title
- Your interview/focus group responses relating to your work and experience with regard to the ethnicity degree awarding gap

How we collect information about you

We may collect personal data in a variety of ways and at a variety of times throughout the project being conducted. We refer to “primary data collection” when data is collected directly from you and we refer to “secondary data collection” when the data is not collected directly from you.

- From publicly available information on HE provider/organisation websites to ascertain your relevance to the project, for example, your name, job title and email (secondary data collection)
- From yourself via email (primary data collection)
- From yourself within an online interview/focus group (primary data collection)

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 contact data subjects to participate in an interview and/or a focus group session as part of the project.	The lawful basis TASO shall be relying on is the legitimate interest of the Data Controller (GDPR Article 6.1)
To gain permission from data subjects for their participation in the project.	
To conduct an interview or focus group with data subjects as participant stakeholders, which may or may not be recorded.	
To transcribe audio captured from any recorded interviews or focus groups held with participants (data subjects).	
To identify personal data, which would be deleted where possible, should a data subject no longer agree to have personal data processed for the purpose of conducting the project.	
For the project team to associate the data subject's answers with a data subject where they would like to make confidential contact with a data subject based upon the answers they have provided which have been identified as useful in the project team's development of the research area.	
For the project team to make confidential contact with data subjects where they have indicated interest in being contacted about the research area or to participate in any research projects associated with this project's area of research (allowing for the ability for data subjects to opt out at any time and that they are under no obligation to participate in any subsequent research projects).	The lawful basis Staffordshire University shall be relying on is the legitimate interest of the Data Controller
For Staffordshire University to collect information from Data Subjects for the purpose of academic outputs which are separate to the purpose of the contract in place with TASO where TASO have given an approval of their activity which has been determined by Staffordshire University. NOTE: If Staffordshire University were not commissioned to undertake the original contract they would not be able to write their subsequent outputs and therefore Staffordshire University is a joint data controller with TASO within this use of personal data.	

Sharing your data

It is unlikely that we'll ever share your personal data outside the UK. If, however, it becomes necessary for the purposes of conducting our research we will only share it with organisations in countries benefiting from a UK or European Commission adequacy decision, or on the basis of International Data transfer Agreements, European Commission Standard Contractual Clauses with a UK required addendum (both of which are recognised by the UK) which contractually oblige the recipient to process and protect your personal data to the standard expected within the UK.

Any 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
2. Pre-approved transcription vendors.

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

We may also share your personal 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

Data shall be reduced, redacted, de-identified and deleted at appropriate times so we retain the minimum amount of data possible throughout the research study.

The delivery of the final report for this project is scheduled for 31/03/2023. TASO will delete all Personal Data and Shared Personal data 24 months after delivery of the project. Staffordshire University will become the sole Data Controller for all Personal Data and Shared Personal Data 24 months after the delivery of the final report it was commissioned to produce for TASO. The University of Staffordshire will become the sole Data Controller of all research data on 31/03/2025.

Staffordshire University will delete all Personal Data and Shared Personal Data 10 years after the delivery of any academic outputs related to the project (which is outside the scope of the commissioned work by TASO). The agreed date for Staffordshire University to delete all research data shall be 31/3/2038 at the latest.

The project team confirms data deletion dates are recorded and monitored in line with legislative requirements. Data will be securely deleted using the most advanced technology available at the time of deletion.

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 assessments are conducted for each research project and for all recipients of data used within any research data.

Your information is securely stored on a dedicated drive, and access is controlled by the project team'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.

Any personal 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 or dataprotection@staffs.ac.uk if after 31/3/2025.

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:

Project: Ethnicity Degree Awarding Gap Typology
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: research@taso.org.uk

Alternatively, you can email us at dpo@theevidencequarter.com or dataprotection@staffs.ac.uk

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 December 2022.