

## Recruitment and Outreach Team Privacy Policy

### Summary

#### What is this policy about?

The Recruitment and Outreach Team at the University of Portsmouth works with primary schools, secondary schools and further education colleges to raise students' aspirations and support their progression to higher education and the University of Portsmouth. They provide a range of services and activities to schools and colleges designed to give students an insight into higher education and support their transition to higher education and the University of Portsmouth. They also provide professional advice and support on higher education to teachers and advisers. These activities are delivered both on and off campus by a range of University staff to a variety of age groups. Further information on our services can be found at [www.port.ac.uk/rao](http://www.port.ac.uk/rao).

In order to provide these services and activities to schools and colleges, we believe it is within our legitimate interests for the Recruitment and Outreach Team at the University of Portsmouth to collect, store and process personal data for teachers and advisers in schools and colleges and independent careers advisers.

#### Who is this policy for?

This Statement explains to teachers and advisers how the personal data collected from, and about them, may be used, including some examples of how such data is processed.

#### Who can you contact if you have any queries about this policy?

If you have any queries about this policy or how the University processes your data then the following contact information may be useful. The University's correspondence address is

The University of Portsmouth  
Winston Churchill Avenue  
Portsmouth  
PO1 2UP

Main Switchboard: 023 9284 8484

#### The University's Data Protection Officer is:

Samantha Hill – Information Governance Manager  
Email: [samantha.hill@port.ac.uk](mailto:samantha.hill@port.ac.uk)  
Direct telephone number: 023 9284 3642

#### The Head of the Recruitment and Outreach Team is:

Sarah Watkins - Head of Recruitment and Outreach  
Email: [sarah.watkins@port.ac.uk](mailto:sarah.watkins@port.ac.uk)  
Direct telephone Number: 023 9284 2768

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## **Who is processing your personal data?**

The University of Portsmouth processes the following personal data about you; name, work email address and phone number, job title, subject specialism if stated and school and college. This is processed in order to keep in contact with you when you express an interest in working with the Recruitment and Outreach team, when you make an enquiry to the team or to other colleagues within the University, order resources from us or when you book activity or services for yourself, your students or your school/college.

## **What we use your data for?**

Unless you have requested otherwise, the information you provide is used by the University, its Schools and Faculties and the Recruitment and Outreach Team to communicate with you for recruitment and outreach purposes. This may include:

- Providing you with the services, activities and information you have asked for.
- The promotion of activities and services available to you, your students and your school/college such as higher education talks, subject specific taster days, mentoring schemes and professional development opportunities.
- Distribution of University of Portsmouth publications and resources.
- Providing you with information and updates on higher education and the University of Portsmouth.
- Providing you with information, advice and guidance to help you support your students in their transition to higher education and the University of Portsmouth.
- Gathering your feedback and comments on our activities and services.
- Monitoring attendance at our events and activities and use of resources.

When you order resources from us we will share your data with our third party mailing house to send out any requested information e.g. prospectus.

To ensure that our communications are relevant to you and your interests, we may use tools that help us to track whether the emails we send are opened and which links are clicked within a message. We may also track website visits and use analytical tools, such as Google Analytics, to improve our website; this data will be anonymised where possible.

## **Our legal basis for processing your data**

In order to provide services and activities to schools and colleges, we believe it is within the University's legitimate interests for the Recruitment and Outreach Team of the University of Portsmouth to process your personal data and in your own legitimate interest to help you inform your students' decision on studying at university.

You will always be given the option to opt out from receiving / unsubscribe from any further communications.

## **Will your data be sent or stored abroad?**

The information held at the University is stored on servers within the UK.

Although the University uses Google Apps for Education, the servers for this data are EU based. We may use Eventbrite facilities for booking onto events, but information stored on Eventbrite servers is covered by the EU- US Privacy Shield arrangement.

## **How long will your personal data be stored?**

The University of Portsmouth and the Recruitment and Outreach Team consider its relationships with schools, colleges and other stakeholders to be longstanding, giving you and your students access to the services and activities and a support network to ensure that your students make informed choices in relation to higher education. To ensure that our contact with you is appropriate we will review and update our mailing lists on a regular basis

## **Your rights**

You are in control of your data and have the right to opt out of all or specific communication types at any point. To change preferences, please contact us via email at [RAO@port.ac.uk](mailto:RAO@port.ac.uk).

You are entitled to request a copy of the data we hold about you (a Subject Access Request), and to raise an objection to the processing of data, where the processing of data we hold about you is likely to cause you damage or distress, and to request either the rectification of any incorrect data, the restriction of any further processing of your data or, in the case of enquiries, the erasure of your data (right to be forgotten).

If you require any further information on, or wish to object to, any of the uses to which we put your data, you should contact Samantha Hill, the University's Data Protection Officer on 023 9284 3642 or [samantha.hill@port.ac.uk](mailto:samantha.hill@port.ac.uk).

Finally, you have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office. For more information about this body and how to make a complaint, please see [www.ico.org.uk](http://www.ico.org.uk).

## **Changes to the privacy policy**

In the interests of being transparent we may amend this privacy policy from time to time. Any significant changes to either this policy, or the way in which we handle your data will be communicated via the University's website.