

LJMU Absolute Chemistry Research Group Privacy Notice

The **Absolute Chemistry Research Group** (ACRG) is part of Liverpool John Moores University. Liverpool John Moores University (LJMU) is the Data Controller. Our Data Protection Officer (DPO) can be contacted at DPO@ljmu.ac.uk.

LJMU takes your privacy very seriously. This privacy notice explains how we use your personal information and your rights regarding that information. We are committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

What information are we collecting?

We collect the following details from your school to enable you to participate in the programme:

- Full name
- DOB

We may also collect the following information:

- Gender
- FSM status
- Ethnicity
- Disability

This data can be converted into an **anonymised code** by your school.

First 2 letters of surname, first 2 letters of first name, first 2 letters of the month of birth

E.g. Sarah Smith DOB 03/04/15: SM SA AP

Why are we collecting your data and what is the legal basis for this?

The ACRG has a number of longitudinal outreach programmes designed to engage and enthuse learners in science. The ACRG will collect personal data from you for several reasons and at all times do so in compliance with the principles of GDPR and processes.

We collect information from you to enable us to monitor and evaluate the school pupils' progress within our outreach programmes and to comply with our statutory requirements to evidence the effectiveness of such programmes to funders and education regulators. Throughout this time, we will not share personal information e.g., name of school, name of pupil beyond the ACRG personnel.

Therefore, 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 and the lawful basis is Article 6(1)(e).

We collect information about your pupils' gender, ethnicity, FSM etc to be able to report on success of the programme in supporting the government's objective to widen access to individuals from a broader section of society. We also collect information about any disability your pupils/ colleagues may have to ensure that we can provide necessary facilities when attending any inbound visits to us.

We only collect this information with your consent and the lawful basis is Article 9 (2)(a). You can withdraw your consent for processing this data at any time by informing the relevant project lead or via the University's DPO.

Who has access to this data?

Your personal data will be used only by relevant ACRG staff where the data is necessary for them to undertake their designated role. We will not share your data with any third parties.

How does the University protect your data?

The university always takes Data Protection very seriously and your personal data will be handled in line with the university's Information Security Policy.

We store all paper-based copies of data in a locked cabinet only accessible by the ACRG Team.
For online data this may be stored within TEAMS which is only accessible by the ACRG team.

For how long does the University keep your data?

Your data is kept for five years after your last interaction with the university in line with our Records Retention Schedule.

Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request, this could be in a portable electronic format.
- require the university to change incorrect or incomplete data if you think that it is inaccurate or out of date.
- require the university to delete or stop processing your data, for example where the data is no longer necessary or legally required for the purposes of processing.

If you would like to exercise any of these rights, please contact the Data Protection Officer DPO@ljmu.ac.uk.

What if you do not provide data?

We understand that not all pupils will want to provide their data, in those cases we will record their year group and school within our shared TEAMS only. It would be difficult for these learners to successfully access the full programme due to the evaluation we need to provide for funders.

How to complain to the Information Commissioner's Office?

You have the right to complain to The Information Commissioner if you believe that our processing of your personal data does not meet our data protection obligations. The Information Commissioner can be contacted:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Telephone: 0303 123 1113.

Email: contact can be made by accessing www.ico.org.uk