

## **Further Maths Support Programme Wales Privacy Notice**

The Further Maths Support Programme Wales is funded by the Welsh Government and supported by Mathematics in Education & Industry (MEI). We are based at Swansea University with satellite sites at Bangor University, Cardiff University and Aberystwyth University. The programme Leader is based at Swansea University with Swansea, Bangor, Cardiff and Aberystwyth Universities acting as Joint Data Controllers.

Swansea University is responsible for the collection and processing of personal data including data defined as sensitive. As such, Swansea University is the data controller and is committed to protecting the rights of participants in line with the UK Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). Swansea University has a Data Protection Officer who can be contacted through [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

The Programme is required to collect some information in order to adhere to funding requirements. For the data the Welsh Government requires beneficiaries to collect, Welsh Government is the Data Controller. The Data Protection Officer for the Welsh Government can be contacted on [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

We take the collection, storage and use of personal data very seriously. In this document, you will find an explanation of why we collect individual data as part of the Further Maths Support Programme Wales, how we process it and the steps we take to ensure data security at all stages.

All data collected through Further Maths Support Programme Wales is processed and stored in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

### **What kind of information do we collect?**

We collect the following pieces of information for students who participate in our activities to help us confirm that our activities are improving the number of students studying Maths at A Level:

- Name
- Contact details
- Date of birth
- Gender
- Home postcode
- Ethnicity
- Nationality
- Disability
- Free school meals or Educational Maintenance Allowance eligibility
- Whether the student is living in care or has in the past

- Photographs and films- During events we may take photos and films, which we use for marketing purposes such as on our website or in our newsletter.
- Emergency contact details
- Allergies
- Medical arrangements
- Medication taken

We collect details of staff including their name, school and email address which is used to contact them to advise of our events and process bookings for events on their behalf.

### **Consent**

We do not process any data without explicit consent. We collect data directly from data subjects. If you wish to withdraw your consent at anytime, please email: [fmspwales@swansea.ac.uk](mailto:fmspwales@swansea.ac.uk).

### **Why we collect individual data and how we use it**

We collect data on individuals for the following reasons.

1. For the purposes of monitoring which allows us to fulfil compulsory external reporting requirements to Welsh Government.
2. To allow us to meet our targets set by the Welsh Government to increase the numbers of students studying A level Maths and Further Maths, with emphasis on achieving more female involvement.
3. To ensure the health and safety of all participants in our programmes and assist with pastoral and welfare needs e.g. ensuring that we are aware of medical conditions.
4. To provide information about our service to staff and students of schools & Colleges in Wales.
5. To provide tailored tuition to students in Wales.

### **How data is processed**

- In initiatives that involve the Further Maths Support Programme Wales working directly with a school, a form and explanatory letter is sent home to parents of participating children via the school asking for some pieces of information about the student and consent to use this for the purposes outlined above. This form is then returned to the Further Maths Support Programme Wales via the school,

and the data is typed-up into a secure spreadsheet. We collect data about staff members who attend as part of Professional Learning.

- Password protected spreadsheets containing individual staff & student information are stored in the FMSP Wales file area. Access to these spreadsheets is restricted to members of the FMSP Wales team. This can be accessed from Swansea University as well as Aberystwyth, Bangor and Cardiff Universities. This allows us to see impact on the study of mathematics for those students who have taken part in our activities. Any internal or external reporting that utilises collected data does so in an aggregate fashion, meaning that only totals are shown so data on individuals is never disclosed.

Data in relation to tuition agreements is held by a third party - Mathematics in Education & Industry and will be held securely and in accordance with accordance with the Data Protection Act 1998 and the new General Data Protection Regulation (GDPR). MEI's full privacy notice can be viewed: <http://mei.org.uk/privacy-notice>

### **Who receives your personal information?**

Information is made available to personnel requiring access in limited circumstances. These include:

All Further Maths Support Programme Wales Staff at all sites

Mathematics in Education & Industry

Advanced Mathematics Support Programme

Welsh Government (data is anonymised prior to reporting)

### **How long will your information be held?**

Further Maths Support Programme Wales will retain your personal information in line with the records management policy of Swansea University (<https://www.swansea.ac.uk/about-us/compliance/records-management/>). All Further Maths Support Programme Wales online recordings of live sessions will be stored securely and kept for three years.

### **Security of your information**

Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken

to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access.

### **What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the [University Data Protection webpages](#) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Compliance Officer (FOI/DP)

Vice-Chancellor's Office

Swansea University

Singleton Park

Swansea

SA2 8PP

Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

### How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

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

## Further Questions?

If you have any further questions about the programme please feel free to get in touch with the FMSP Wales Team, email: [fmspwailes@swansea.ac.uk](mailto:fmspwailes@swansea.ac.uk) or tel: 01792 606845.