

# Outreach Privacy Notice



Version No:	1.01	Prepared by:	Head of Access and Admissions Support	Last review:	06/26
Effective date:	09/06/26			Next review:	06/28

**This Privacy Notice is maintained by the Data Protection Officer, in collaboration with the Head of Access and Admissions Support and Senior Tutor.**

## 1. What this notice covers

This privacy notice is for students and their supporters participating in outreach events aimed at school-aged students and prospective applicants to university.

This privacy notice covers a range of outreach events, but particularly our Year 12 subject taster days, Open Days, Offer Holder Welcome Days and school visits. It also covers any online interaction we have with you via email or by attending an online webinar event.

This notice explains what data we collect, why we collect it and how we use it. You should also read the other [Privacy Notices on our website](#), which provide broader context about who we are, and how we use your information.

## 2. What information we collect

### From prospective students:

If you sign up for one of our events, we may collect some or all of the following information:

- Name, address, date of birth, school name
- Contact details (email, phone)
- Trusted contacts for emergencies (contact details you provide for a person, such as a family member, friend or guardian, who can be contacted on your behalf in the event of a serious emergency).
- Accessibility needs (if any)
- Need to use the prayer room during an event
- Optional information to help us evaluate our programme and select participants from currently under-represented backgrounds: gender, ethnicity, whether you have received financial support during your studies (such as free school meals),

first-generation status, whether you have been in care, whether you are a young carer

- Your feedback on your experience, collected through surveys, focus groups and other activities
- Photographs of event attendees

### From parents/guardians:

If a student takes part in an activity that requires parental or guardian consent, we may collect the following information from parents and guardians.

- Name and contact details
- Name of child
- Consent for child to take part in online mentoring

### From schools:

For some events we may, for example, contact schools to:

- Inform them that you have been selected to attend an event
- Ask for participant attainment data (e.g. GCSE grades, predicted grades for A Level)
- Ask them to confirm whether participants receive Free School Meals

For teacher mailing list sign-ups:

- Name, school email address

## 3. How we collect your information

We collect your information:

- By email or phone if you get in touch with us
- Directly from you using an online sign-up form
- From your school
- Via surveys and focus groups
- On the day of an event on an online or paper data collection form
- Event photographs taken on the day

## 4. Why we use this information

We may use this information to:

- Run our programmes, keep in touch with participants and to send information about other events that may be of interest

- To make sure our events are safe for participants, our staff and others
- Provide accessibility adjustments for participants with disabilities
- Provide food that caters for dietary requirements
- To prepare an event timetable to cater for prayer room access
- To select participants from currently under-represented backgrounds (e.g. female students studying maths and sciences) and determine event eligibility
- Monitor and evaluate our programmes and support equal access to education; to keep an eye on the education progress of programme participants
- Share basic details with schools and/or a “trusted contact” for safeguarding
- Provide support with access to digital technology
- Provide support with cost of travel to the college

We may use anonymous quotes from the feedback you provide to us on our website or in reports to the donors who support our programmes financially.

## 4. Legal reasons for using your data

- Public task: LMH runs outreach as part of its educational mission. We use your information to run and evaluate the outcomes of our activities.
- Legal obligation - e.g. for safeguarding
- Legitimate interest in running successful events that promote LMH to talented prospective applicants
- Substantial Public Interest (equality of opportunity): for using health information to provide adjustments for participants with disabilities
- Substantial Public Interest (equality of opportunity and research/statistics): for evaluating the outcomes of our outreach programmes where this uses sensitive data (e.g. ethnicity)
- Consent:
  - where we take photographs of event attendees, where a face is recognisable;
  - for processing ‘special category’ data (e.g. ethnicity) for selection onto a programme – we do this to increase equality of educational opportunities, and we do not disadvantage those who choose not to tell us this information;
  - where dietary requirements or prayer room access information includes any information about your health or religious beliefs;

## 5. Who we share your data with

- Your school: for safeguarding and collecting Free School Meal and attainment data
- HEAT (Higher Education Access Tracker, hosted by the University of Kent), and its users. We do this to monitor who engages with our outreach programmes and assess whether these interventions contribute to students progressing to higher education and employment. You can read the University of Oxford's HEAT Privacy Notice for further details:  
<https://www.ox.ac.uk/admissions/undergraduate/increasing-access/heatprivacynotice>.

## 6. How long we keep your data

- Programme and email records: up to 5 years after programme ends
- Safeguarding records: We keep safeguarding information for as long as needed to comply with our legal obligations in accordance with our Safeguarding Policy
- Monitoring data: after 6 years, some information will be anonymised for long-term evaluation and record keeping.

## 7. Your rights

Under the UK General Data Protection Regulation (UK GDPR), you have rights including:

- Access to your personal data (please see our Subject Access Page <https://www.lmh.ox.ac.uk/subject-access>)
- Correction of inaccurate data
- Erasure of data (“the right to be forgotten”)
- Objection to or restriction of processing
- Data portability (in some cases)
- Withdraw consent (for optional data) – Please note, this cannot be done after data has been anonymised for monitoring purposes
- The right to complain;

Individuals who have concerns about the College’s handling of their personal data or exercise of their data protection rights should raise those concerns with the College in the

first instance. The College will investigate and respond in accordance with its data protection complaints procedure.

Please submit complaints by contacting the Data Protection Officer; [dpo@lmh.ox.ac.uk](mailto:dpo@lmh.ox.ac.uk) or in writing;

*Data Protection Officer, C/O Treasurer*

*Lady Margaret Hall,*

*Norham Gardens,*

*Oxford*

*OX2 6QA*

Where an individual remains dissatisfied with the outcome of the College's response, they may complain to the Information Commission. Information about how to do so is available at <https://ico.org.uk/make-a-complaint/>

## Document change log

Version	Date changed	Notes
1.0	11/02/26	Version 1.0 published
1.01	09/06/26	Added complaint section for DUAA compliance