

Gofod Seren Space Privacy Notice

Background

Seren is a Welsh Government initiative dedicated to helping Wales' brightest learners achieve their full academic potential and support their education pathway into leading universities in Wales, the UK, and overseas. Seren achieves its aims through hosting a programme of events and opportunities on a regional and national level where information, advice and guidance about accessing higher education is shared. These activities range from masterclasses to workshops, and from Q&A panels and conferences to summer schools hosted by top academic institutions.

The delivery of the national programme of events is subcontracted from Welsh Government to Cazbah, Equal Education Partners, Working Word and The Brilliant Club (who comprise the Seren Delivery Team). Cazbah and Equal Education Partners hold the responsibility for setting up and managing a registration portal for Seren learners. The portal is hosted on Graduway's community software. Seren's delivery team, Hub Coordinators and partner institutions will use the portal to share information and resources and promote Seren events and opportunities (e.g. summer schools) to Foundation and Academy learners, as well as Seren Alumni, teachers, parents and carers. The portal will also be used to facilitate mentoring programmes for Seren learners.

This privacy notice explains how we use the personal information we collect about you within the portal to enhance Seren's national offering. We take your privacy seriously and will only use your personal information to enable you to take part in the Seren programme and to facilitate its evaluation. We will handle your personal information in accordance with current data protection legislation, including the General Data Protection Regulation law (GDPR).

Collecting your information

If you register on the portal, as data controller, we will need to process some personal information about you in order to make the necessary registration and ensure you are able to be identified as Seren learners to gain access to the portal, and to identify other users as key parties to be kept informed about Seren activities. We may send you evaluation forms to measure the impact of Seren activities. This feedback will be compiled anonymously and provided to the Welsh Government.

How we share your information

Your personal information may be shared with external contractors or partner organisations who are working on behalf of or with Cazbah and Equal Education Partners in the management of the Gofod Seren Space portal. They will only have access to your personal information in order to deliver the relevant elements of the Seren programme and impact evaluation process.

What personal information will we process?

For Foundation learners we will collect the following information:

- Name
- Preferred pronouns
- Email address
- Date of birth
- Home postcode
- School or college
- Regional Hub
- What year you joined Seren
- Gender identification
- Ethnicity
- Preferred language
- Welsh language proficiency
- Free School Meals eligibility
- If you have a disability, learning need or medical condition
- If you have ever been in care
- If you have any caring responsibilities
- If any of your parents or carers attended university
- Refugee or asylum seeker status

For Academy learners we will collect the following information:

- Name
- Preferred pronouns
- Email address
- Date of birth
- Home postcode
- School or college
- Regional Hub
- What year you joined Seren
- GCSE grades
- A-level subjects
- Universities you are interested in applying to
- Subjects you are interested in studying
- Gender identification
- Ethnicity
- Preferred language
- Welsh language proficiency
- Free School Meals eligibility
- Education Maintenance Allowance eligibility
- If you have a disability, learning need or medical condition
- If you have ever been in care
- If you have any caring responsibilities
- If any of your parents or carers attended university
- Refugee or asylum seeker status

For Seren Alumni we will collect the following information:

- Name
- Preferred pronouns
- Email address
- Date of birth
- School or college
- Regional Hub
- What year you joined Seren
- GCSE grades
- A level subjects
- University choice
- University subject
- Year of graduation
- Gender identification
- Ethnicity
- Preferred language
- Welsh language proficiency

- Preferred pronouns

For Hub Coordinators we will collect the following information:

- Name
- Preferred pronouns
- Email address
- Regional Hub

For Teachers we will collect the following information:

- Name
- Preferred pronouns
- Email address
- Regional Hub
- Name of school or college
- Role within school or college

For Parents/Carers we will collect the following information:

- Name
- Preferred pronouns
- Email address
- Regional Hub
- School or college attended by child

For Partner Institutions we will collect the following information:

- Name
- Preferred pronouns
- Email address
- Name of institution
- Role within institution

What will we do with your personal information?

Your personal information will be used to enable you to register within the Seren portal and access its offering. In addition, over the course of the academic year, using your data, we may send you evaluation forms to measure the impact of the Seren programme. The personal data collected during registration may be used anonymously to measure the impact of the Seren programme on selected groups of learners. We will not share your information without your consent, unless the law and our policies allow us to do so. If you want to receive a copy of the information we hold about you, please contact our Data Protection Officer, James Parsons, whose contact details are listed at the foot of this notice.

How secure is your personal data?

Each partner within the delivery team is accredited with Cyber Essentials Plus certification. This demonstrates our commitment to cyber security. Cyber Essentials is an effective, Government backed scheme which robustly protects each partner from cyber attacks. In addition, each partner operates highly secure information systems, including cloud-based, GDPR compliant platforms. Your personal data will be kept securely with password protection within the Seren Delivery Team's information systems. Cazbah, Equal Education Partners and their partners in the delivery team will securely transfer your personal information using accredited and agreed data transfer facilities.

How long do we keep your personal data?

The Seren Delivery Team will retain your personal data only for as long as is necessary for the purpose we collect it. Where consent is not granted the delivery team will cease to process your personal and sensitive data.

Agreement

In agreeing to this privacy notice you permit the Seren Delivery Team to collect and process your personal data on behalf of the Welsh Government and grant the Welsh Government and their licensees and assign your unconditional permission to store your personal data for any purpose in connection with the exercise of their functions. You permit the Welsh Government to store your data and this agreement on its database and acknowledge that this agreement shall be governed and constructed in accordance with the laws of England and Wales and submit to the exclusive jurisdiction of the English and Welsh courts. The portal is protected by email addresses and passwords and may be accessed only by authorised members of the Seren programme. All user messages and posts are subject to monitoring and, where necessary if content is deemed inappropriate, removal, by the Seren Delivery Team.

If you have an email and password for accessing the portal, you agree not to share them with any other person, including any person who may have their own email and password. You agree that the email and password for your account is personal to you only, and you will not access or attempt to access any other user's account, or misrepresent or attempt to misrepresent your identity, while using the portal. You are responsible for all uses of your email and password to gain access to the portal and for all activity under them, including the use of any information or material obtained by using them. Seren may terminate your account or authorisation to access the portal at any time, without notice, for conduct that Seren believes violates the Terms or other applicable policies, rules or regulations of the Seren programme.

You acknowledge and agree that the Seren Delivery Team has the right to monitor all activity on the portal, including, without limitation, chats, posts, comments and group posts. The Seren Delivery Team reserves the right to refuse to post, or to remove, any information or materials, in whole or in part, that is in violation of the Terms in its sole discretion.

Disclosing your information

We may disclose your personal information:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions and other agreements; or to protect the rights, property, or safety of the Welsh Government, or others; or to investigate or prevent a crime.
- Some of your personal information may need to be shared with the Welsh Government to undertake its safeguarding role. In this instance Welsh Government will become data controller for the purpose of carrying out its role as safeguarding officer for Seren activities.

A copy of the Welsh Government Seren privacy notice can be accessed [here](#).

Individual rights Under GDPR

In the collecting of this data we are complying with the applicable elements of the GDPR Regulations. You have the following rights in relation to the personal information you provide as part of the process of registering for and gaining access to the portal. You have the right to:

- Access a copy of your own data;
- Require us to rectify inaccuracies in that data;
- To object to or restrict processing (in certain circumstances);
- For your data to be 'erased' (in certain circumstances).

Changes to this privacy notice

All changes to this document will be displayed on the Gofod Seren Space portal.

Data Protection Officer Contact Details

James Parsons,
Cazbah Ltd,
PO Box 734,
Newport
NP20 9FJ

james.parsons@cazbah.wales

Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact Natalie Gondwe on 01554 777749 or email

natalie.gondwe@equaleducationpartners.com.

Head Office:

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