

University of Liverpool Faculty of Science and Engineering Outreach Privacy Policy

Privacy documents tend to be long, detailed, and legalistic, but in essence, they boil down to this:

- **We take your privacy seriously;**
- **We keep your data safe;**
- **We don't do anything naughty with your data.**

In this document "we" and "us" are to be interpreted as meaning University of Liverpool's Faculty of Science and Engineering Outreach (STEM Outreach).

The activities covered by this privacy policy are the **various STEM Outreach events, workshops and visits run by the departments within the University of Liverpool's Faculty of Science and Engineering.**

The data we hold is limited to be only that necessary to perform the activities we believe you, the user, has requested. In particular:

- We retain contact details for those who have asked us to provide a service;
- We only use data to perform activities implied by the communications with the user;
- User data is only accessible by staff delivering or administering Outreach;
- No user data is supplied to external organisations, except as specified below.
- We retain data concerning purchases of materials or events
- All data is held securely;

The data we hold may consist of some or all of the following:

- Name
- Address
- Email address
- Telephone numbers
- School/College
- Relevant medical information (for pupils / students attending on campus events)
- Payments made
- Events attended

Some of this data must be kept as part of general financial record keeping. The only other processing we do is to send the occasional email to keep people informed of related activities. We believe that all the data we have has been given to us by the individuals involved for the purposes for which it is used.

Teacher Contact Lists

We maintain teacher contact lists for the purpose of informing teachers about the activities we offer across the faculty. These consist of the teacher's name, position, their email address and school. For on campus events we also have a phone number for the party leader to contact them if they are late arriving.

Data on Students

We record data on groups who have attended events, however we do not record an individual student's data except for the Year 12 STEM Masterclasses & University of Liverpool Maths Club which is dealt with below.

For example, we would record that Mrs Smith of Anywhere High School brought a group of 20 students and 4 staff to our Year 6 event on campus. 1 pupil was in a wheelchair and one had dyslexia. 45% of the group were female.

Year 12 STEM Masterclasses & University of Liverpool Maths Club

Student data will be collected for the purposes of the Year 12 STEM Masterclasses & University of Liverpool Maths Club. The data is deleted from our systems within six months after the respective series, but please note that some data for students attending these events may be shared with the Higher Education Funding Council for England (HEFCE) for monitoring and evaluation purposes, in accordance with the consent obtained for this from the students at the time of signing up.

Your rights

You have the right to request the information we hold for you, and the right to request us to delete information so far as is permitted by law. Please contact us if you wish to exercise these rights.