



Linacre Institute Privacy Policy

The Linacre Institute is an independent educational charity. The Linacre Institute collects and uses various personal data and this policy will explain how we do that, how we use it and what safeguards we have put in place.

What data do we collect?

We do not collect data via our website without express permission.

We gather data from supporters of the Charity when they sign up to our newsletter service on MailChimp, or sign up as donors. This data is personal identification information (name, email address, phone number, etc.).

We also collect the following data from/about students:

- Personal identification information (name, email address, phone number, disabilities and medical conditions etc.)
- Details of schools students attend and past academic results, as well as courses being studied.
- Details of how teachers at schools think students are performing.
- A logical-thinking test and written assessment score
- Key widening participation characteristics (first generation students, free school meals etc)
- Safeguarding and SEND information.
- Information regarding their university application; applications, offers and final university destination.

How do we collect your data?

All supporters and donors provide data by consent using sign-up forms.

Students provide Linacre with specific data that we collect and process when you:

- Fill in an application form.
- Fill in our logical thinking test.
- Fill in our consent forms.
- Fill in our evaluation forms.

We may also receive data indirectly from the following sources:

- Students' schools
- Parents/carers

How will we use your data?

We collect supporter and donor data so we can provide news about the charity.

We collect student data so that we can:

- Select students for the Reach Higher Programme.
- Run the Reach Higher Programme safely and fulfil our duty of care to the young people we work with.

- Stay in touch with students once they graduate from the programme.
- Evaluate the success of the programmes we run.
- Provide information to our funders and supporting organisations, including our reporting obligations to the Charity Commission of England and Wales.
- Participate in research into higher education and social mobility.

We share student data with partner organisations so that they can help us run and evaluate our programmes.

- South Yorkshire Futures
- HeppSY
- UCAS
- Partner schools
- Universities, particularly partner institutions like the University of Leeds, The University of Cambridge, and Durham University.
- The Higher Education Access Tracker (H.E.A.T)

Students consent to this in the application form.

How do we store your data?

- We store almost all personal information electronically via Google G-Suite. Access to this is limited to Linacre staff with secure sign-ins, and the most sensitive information is available only to the Executive Director and Safeguarding Lead.
- We will keep supporter and donor data until they withdraw consent.
- We will keep student data needed to evaluate our programmes for 20 years. This long period is necessary to evaluate the success of our programme over time. Once this time period has expired, we will delete your data by shredding paper records and deleting electronic information.
- We keep a small amount of information in hard copy and these paper files are held in secure lockable filing cabinets where appropriate.
- We will delete any data not needed for the running of the charity or the evaluation of our charitable activities after 5 years.

News

If you have agreed to receive news, you may always opt out at a later date.

You have the right at any time to stop us contacting you.

If you no longer wish to be contacted, please contact us via email info@linacreinstitute.org or reachhigher@linacreinstitute.org

What are your data protection rights?

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

1. **The right to access** – You have the right to request Linacre for copies of your personal data. We may charge you a small fee for this service.
2. **The right to rectification** – You have the right to request that Linacre correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.
3. **The right to erasure** – You have the right to request that Linacre erase your personal data, under certain conditions.
4. **The right to restrict processing** – You have the right to request that Linacre restrict the processing of your personal data, under certain conditions.
5. **The right to object to processing** – You have the right to object to Linacre's processing of your personal data, under certain conditions.
6. **The right to data portability** – You have the right to request that Linacre transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: info@linacreinstitute.org or write to us at: 148 Rose Bowl, Portland Crescent, Leeds, LS1 3HB.

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. We do not use cookies or similar technology. For further information, visit allaboutcookies.org

Privacy policies of other websites

The Linacre website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

We keep our privacy policy under regular review and place updates on this web page. This privacy policy was last updated on 19 May 2023.

How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights please contact us via email at: info@linacreinstitute.org or write to us at: 148 Rose Bowl, Portland Crescent, Leeds, LS1 3HB.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Linacre has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office. <https://ico.org.uk/>