

University of Oxford Outreach and Your Data

The University of Oxford uses the Higher Education Access Tracker (HEAT) service and database (www.heat.ac.uk) to record information about its outreach activities and the students who take part in these activities. HEAT helps us identify which activities are most helpful in preparing students for higher education and progressing to employment.

HEAT is, or may be, used by different parts of the University, including colleges, faculties, departments or administrative units, as well as by other entities associated with the University, for example, Oxford student led organisations involved in outreach, educational charities with whom Oxford partners to deliver outreach and schools/colleges with whom we partner to deliver outreach (described as “Users” in this document).

Ambassador personal data stored and processed in HEAT

Although HEAT’s primary purpose is to store information about outreach events at Oxford, and the pupils who participate in them, we also use it to store current Oxford student ambassador¹ data. This allows us, among other things, to keep track of which ambassadors support which outreach events.

Most personal data held about you in HEAT will have been collected from you when you applied to work (either in a paid or volunteer capacity) on an outreach activity delivered by the University of Oxford, its colleges and/or one or more of the other Users. Some of the data may also have been obtained from other internal University sources. We may also store information indicating your provision of all the necessary documents for your right to work on the outreach activity for which you applied, for example, right to work documents and DBS (Disclosure and Barring Service) certificate information. All Oxford HEAT Users have the ability to view your personal data in HEAT.

Purposes for which your data may be used

The University and its Users may use the data held in HEAT:

- To administer the outreach intervention for which you applied to support.
- To maintain a record of which ambassadors participate in which outreach events.
- To contact you about other outreach activities or events across the collegiate University which we think may be of interest to you.
- To publish anonymised reports that do not identify individuals.

Your data will not be passed without your permission to external organisations or individuals not already mentioned above. The University does not sell any data to third party organisations.

Data retention

Your data in HEAT will be deleted once you have graduated from the University of Oxford.

Your right to access your data

You have the right to see the data that is held about you on HEAT. If you wish to have a copy of this data please email oxfordheat@admin.ox.ac.uk.

Further information

If you have any questions about the use of your data on HEAT, wish to update it or wish to request changes in the way it is used please email oxfordheat@admin.ox.ac.uk. An electronic copy of this form can be downloaded from www.ox.ac.uk/heat.

¹ By ‘ambassador’ we mean any current Oxford student who helps facilitate an outreach event whether in a volunteer or paid capacity.

I have read the statement above entitled 'University of Oxford Outreach and Your Data' and agree that the personal information I have provided can be used as described in the statement.

Name: _____
Signature: _____
Date: _____