

Lancaster University Widening Participation

Pre-16 Student and Parent Privacy Guidance & Information 2025-2026.

What are WP activities and events?

Lancaster University offers a full range of projects, events and activities for students from widening participation (WP) backgrounds. We work directly with schools to deliver pre-16 activities with young people, and this involves the school nominating/selecting which students are eligible to take part in designated activities. For example, in-person events at Lancaster University or workshops delivered in school, depending on the programme.

Please note: A summary of the WP project or activity that you are eligible to take part in has been provided below for your information.

What is [insert project name]?

[INSERT AN OVERVIEW OF THE WP PROJECT]

Who can participate in these projects, activities and events?

Lancaster University funds widening participation projects to help young people from underrepresented groups make an informed decision about university in the future. Our activities and events are targeted and often have conditions of participation, these may include:

Widening participation (WP) criteria

We ask schools to share data about their students to understand if they meet any of our WP criteria, which includes:

- People from a low-income background (i.e. household income of £30,000 or less)
- People from lower socio-economic groups or from neighbourhoods where higher education participation is low (IMD Q1)
- People who are first in their family to progress to higher education (i.e. parents/guardians have not attended university. This does not include siblings or other close family relations.)
- People who are (or were) entitled to Free School Meals or Pupil Premium
- People from ethnic minorities underrepresented at Lancaster University. For example, but not limited to, Asian, Black and mixed-ethnic groups
- People with a long-term illness, health condition and/or disability
- People with a mental health condition
- People who are neurodivergent (including Specific Learning Difficulties, Autistic Spectrum Condition, and Attention Deficit Hyperactivity Disorder)
- People who are D/deaf, hard of hearing, B/blind or Deaf-Blind
- People living in, or have lived in, Local Authority care, and/or people who are care-experienced, a care leaver, or currently in care
- People with caring responsibilities, or young carers
- People estranged from their families
- People from Gypsy, Roma, Traveller, Irish Traveller, Showman and Boater communities

- Refugees or asylum seekers
- Children from military families

Please note: Some projects have specific requirements for young people to take part.

We may ask that students meet specific criteria from the above list to take part in a tailored activity. This information will be clearly communicated by the school so that students (or their parents) can decide whether they want to take part. All WP projects will specify the age group that can take part.

If you have any questions regarding the above widening participation criteria, please get in touch: wp@lancaster.ac.uk.

What data is collected as part of school-selection WP projects, events and activities?

If a young person is nominated for a specific activity, they will be asked by their teacher if they wish to participate. Students will be given an age-appropriate information leaflet by Lancaster University during the activity which they can share with their parents or guardians. This information will also be sent to the school in advance so information can be shared directly with parents/carers. Students and or parents/guardians can withdraw consent for their data to be shared by contacting the teacher who will inform the University contact.

Anonymous data

The Widening Participation (WP) team within Social Mobility and Student Success (SMSS) are required to report the number of young people that have participated in widening access activities each year, including anonymised data relating to the number of young people who meet the above widening participation criteria. This will be provided to internal LU committees and funding bodies for monitoring and evaluation purposes.

As part of the sign-up process, we will ask the school to provide the following information about young people taking part in a widening access project or activity, on a whole cohort basis:

- Number of males, females or individuals who identify as non-binary, or would prefer not to say
- Number of young people from specified ethnic minority backgrounds
- Number of young people who meet the WP criteria outlined above

Please note: This data (including any special category data) is anonymised, and individuals will not be identifiable.

Identifiable data

We will also ask the school to provide **five pieces** of identifiable information about young people taking part in a widening access project or activity:

- First name
- Surname
- Date of birth
- Home postcode
- School

This information is collected for the purpose of HEAT monitoring and tracking as described below.

Medical, accessibility or dietary requirements

Lancaster University is committed to equality, diversity and inclusion. Prior to the delivery of widening participation events or activities with young people, we ask schools to make us aware of any **medical conditions, accessibility requirements or dietary considerations** (that directly impact on a young person's participation) so that reasonable adjustments can be made in advance. This information is required for event planning purposes so that young people can fully participate in activities and catering is suitable for those with specific dietary requirements, allergies and intolerances.

What is the Higher Education Access Tracker (HEAT)?

Lancaster University uses the Higher Education Access Tracker (HEAT), www.heat.ac.uk. HEAT is used by universities to track what happens to young people who take part in widening participation activities in the future. Specifically, if they go to university and if they do which university they choose. To do this, we will share **five pieces of information** about a young person (**first name, surname, date of birth, home postcode and school**).

This information will be used for monitoring and tracking purposes and will also be used to monitor a student's progress, (including from school to university and to other destinations such as postgraduate study and employment). The information will be used in several reports, including both Lancaster University reports and HEAT reports at a national level. However, the information will be anonymised, and individuals will not be identifiable in these reports.

In addition, information will be shared with key personnel and the supplier which maintains the HEAT database. HEAT may also share data with official custodians of education data including the Higher Education Statistics Agency, UCAS, the Department for Education, the Office for Students, the National Pupil Database, and other agencies for research purposes only, (as agreed by HEAT governance and steering groups). HEAT will only share data if they are required by law or directed by a court or similar body to do so.

Use of HEAT will help us to evaluate the success of Lancaster's widening participation programmes and make a difference to somebody else's future. This information will help us, and other universities find out if widening access initiatives help more people go to university.

For more information about HEAT, we recommend reading the information on their website: [HEAT Privacy Notice](#) and watch the [HEAT Data Privacy Video - Lancaster University](#).

Please note: If a student (or parent) wishes to object to tracking through HEAT, they can 'opt out' without impacting on the young person's ability to take part in the WP project or activity. The school will not provide the data, and these details will not be entered into HEAT.

What happens if any student information changes?

If any of the data that Lancaster University holds about young people changes, please inform us as soon as possible to ensure that we can update our records. Please contact us by email: wp@lancaster.ac.uk or let us know via the designated school contact.

How will identifiable information be collected and stored?

All identifiable data will be shared with Lancaster University via a secure, online MS form.

Questions or concerns

For more information on how we collect, store and use a young person's information, please refer to the Lancaster University WP Privacy Notice: www.lancaster.ac.uk/widening-participation/privacy. This also includes information about how we protect personal data and information relating to associated rights under General Data Protection Regulation (GDPR).

If you would like to speak to someone about how Lancaster University processes and stores data, including how to request that data is withdrawn. Please contact the Event Coordinator or the designated school contact.

For more information on your rights in relation to your own personal data, please visit the University website: www.lancaster.ac.uk/privacy/rights-of-the-data-subject/.

If you are not happy with the way the University has handled a concern or complaint, then you may submit a complaint to the Information Commissioner's Office: [Make a complaint | ICO](#).