

Developmental Neurobiology Academy Privacy Notice

The information published on this page is intended to supplement the specific information that you have already been given in connection with your engagement with Developmental Neurobiology Academy Programme.

The information here explains how King's College London ("we", "us", "our") process the personal data of applicants to the Developmental Neurobiology Academy Programme. It should be read alongside the King's College London [Privacy Notice](#).

All data processing is carried out in compliance with [King's Data Protection Policy](#).

What is the Developmental Neurobiology Academy Programme?

Developmental Neurobiology Academy is a programme for Y12 students from London and surrounding regions. It is hosted by the Centre for Developmental Neurobiology and the MRC Centre for Neurodevelopmental Disorders within the Institute of Psychology, Psychiatry and Neuroscience at King's College London. If you need to contact us about this Privacy Statement, please write to leigh.wilson@kcl.ac.uk.

Why do we process your personal information?

We process your personal information to:

- Identify if students are eligible for our programme
- Deliver and administer students' education and record details of their studies
- Deliver facilities and services to students
- Communicate effectively with students, their carers and teachers by post, email and phone
- Enable us to contact others in the event of an emergency
- Compile statistics and conduct research for internal and statutory reporting purposes
- Evaluate and report on the effectiveness and impact of our widening participation work within the Developmental Neurobiology Academy
- Stay in touch with students as an alumnus/alumna and keep you up to date with news & events

What is our 'legal basis for processing'?

Data protection legislation allows us to use your personal information in this way because it is required for our public purpose as a teaching and research institution.

Universities are legally required to demonstrate financial integrity and performance accountability, particularly relating to educational outcomes. This means certain university activities are deemed to be tasks necessarily carried out 'in the public interest' (i.e. public task).

The Higher Education and Research Act 2017 outlines, under the Access and Participation section of the Act, the requirements of Access and Participation Plans (APP). Section 32 of the Act obliges institutions to include in their APPs provisions relating to the promotion of equality of opportunity. In summary, the provisions:

- Require the governing body of the institution to take, or secure the taking of, measures to attract applications from prospective students who are members of groups which, at the time when the plan is approved, are under-represented in higher education.
- Set out objectives relating to the promotion of equality of opportunity.
- Require the monitoring by the institution of its compliance with the provisions of the plan and its progress in achieving any objectives set out in their APP
- Requiring the provision of information to the Office for Students (OfS)

The lawful basis of a task carried out in the public interest enables us to meet our statutory obligation to run programmes and evidence effectiveness of such programmes to funders, education regulators such as (but not limited to) the Office for Students, and central Government.

We also process special category data (sensitive data related to your ethnicity and disability status) in order to select and target participants. We process this data on the basis of substantial public interest, for the purpose of equality of opportunity or treatment and to meet our statutory obligations.

We also process data in both yours and our legitimate interest to enable us to manage and administer the programme we offer.

Do you have to provide your personal information and what are the consequences of not doing so?

If you do not provide the requested information, you will not be able to participate in the Developmental Neurobiology Academy Programme.

What personal data do we collect for individuals taking part in Developmental Neurobiology Academy?

We collect the following data from you either directly or via your school and/or college:

- Full name
- Date of birth
- Address and Postcode
- School/College name
- Gender
- Ethnicity
- Disability Status
- Looked after child/care leaver status
- Young carer status
- Estranged status
- 1st generation of Higher Education
- Pupil premium/free school meals
- Other equal opportunity monitoring information where appropriate

Who do we share your data with?

Your personal information may be shared with teacher contacts internally within King’s College London to administer Developmental Neurobiology Academy, as well as evaluate the effectiveness of the programme. To see specific information about who your data is shared with and why, please see the following Developmental Neurobiology Academy Data Sharing table:

Who data is shared with, or platforms used to process data	Why the data is shared or processed	What is our Legal basis for sharing	What data is shared or processed
MS-Forms (part of Kings One Drive system)	To collect information from you as an applicant, so it can be processed as part of the selection process	Personal data: Public task Special category data: substantial public interest	All information collected as part of your application and enrolment on to the programme. As you complete your application, you will see the data collected. Information processed includes personal and special category data.
Your nominated teacher contact	To verify that the information you provided on you application form is accurate	Legitimate interests	Your name, educational qualifications, priority group status and eligibility for the programme.
Your School or College	To give updates on your progress on the programme	Legitimate interests	Information about your participation on the programme
Parents and/or carers	To give updates on your progress on the programme	Legitimate interests	Information about your participation on the programme

HEAT*	To track your educational progress in order that we can evaluate and report on the effectiveness and impact of our work	Personal data: Public task Special category data: substantial public interest	Personal data is shared to the platform, such as first name, last name, date of birth, postcode and school Special category data such as ethnicity
Eventbrite	To organise sign-ups to specific events	Public task	You will be asked to enter the details needed for that specific event. Often this is name, contact details and dietary requirements
King's Widening Participation (internal)	To track your educational progress in order that we can evaluate and report on the effectiveness and impact of our work. To ensure we offer contextualised admissions to the right people.	Personal data: Public task Special category data: substantial public interest	Personal data such as first name, last name, date of birth, email address, postcode, school, educational qualifications and priority group status. Details of your participation in Developmental Neurobiology Academy Special category data such as ethnicity
King's Admissions Team (internal)	To ensure we offer contextualised admissions to the right people	Public task	Your first name, surname, date of birth, email address and details of your participation in Developmental Neurobiology Academy
King's Faculties (internal)	To ensure that you receive the on course support you are entitled to	Public task	If you progress to King's we will share with your faculty that you participated in Developmental Neurobiology Academy
King's Estates and Facilities (internal)	To allow you access to King's campus	Legitimate interests	Name given to security before each campus event

How long do we keep your information for?

We will keep your information for 15 years from:

- The year in which you might be expected to enter Higher Education (e.g. the year when you are 18 on 1st September), or
- The date your record was created, or
- When you last engaged in outreach activity

(Whichever of these three conditions is most recent)

We keep information for this length of time in order to investigate the longitudinal effect of higher education outreach on participants in terms of social mobility, attainment and their progression and graduate outcomes, including employment.

Contact and Further Information

If you require further information regarding your personal information and how this is used by King's Developmental Neurobiology Academy please contact leigh.wilson@kcl.ac.uk.

For more information about how King's College London processes your personal data, including your rights and who to contact to make a complaint, please see our Core Privacy Notice: <https://www.kcl.ac.uk/terms/privacy>

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