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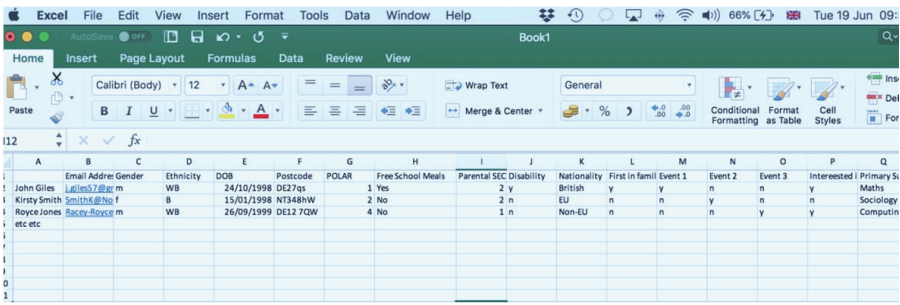
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Challenge Title: Data Security and University Widening Participation Services	
Use Case Author	<i>Alex Nunn, University of Derby</i>
Topic	<i>Privacy in Public Administration</i>
Overview	<i>You are working as an assistant DPO in a large Post-92 University. Universities in the UK are encouraged to widen participation in Higher Education from groups that are traditionally less represented in HE. As such, the Widening Participation team have been working with local schools and undertaking events with children, including those from groups that are less represented in HE. Where these are sixth form students they are often invited into the University and WP team keep a register of these young people so that they can track the effectiveness of their outreach activities by surveying the young people to see how many were applying to University and the different Universities they applied to. Your task is to advise on what data that is currently stored should be kept and used and what arrangements can be made into the future to ensure the effectiveness of these activities.</i>
1. Engage	
Big idea	<i>Widening Participation Mapping Data Storage and Future Requirements</i>
Essential Question	<i>How can the Widening Participation team best learn about the effectiveness of outreach services while maintaining the privacy of data?</i>
Initial resources	<i>Outreach activities undertaken by Universities: https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/national-collaborative-outreach-programme-ncop/ Data on WP in HE: https://www.gov.uk/government/statistics/widening-participation-in-higher-education-2017</i>
Guiding Questions	<i>You receive a call from the head of the Outreach team who did the internal online training on GDPR and is worried that his team are not compliant. He asks for advice on whether the data the team already holds from previous outreach activity is GDPR compliant and how she can go about providing WP services, ensuring that they are effective and being GDPR compliant. ---</i>

	<i>What questions should you ask of the WP Manager to start to frame the task? Brainstorm a list of questions you should ask when you call the WP Manager back.</i>
Reflec-tions	<ol style="list-style-type: none"> 1. Complete your learning journal and answer the following questions: 2. What is interesting about this challenge? 3. How did you feel about the initial brainstorming exercise? 4. Were you happy with the list of questions you put together? Why/why not?
Other notes	None.
2. Investigate	
Activity Description	
Resources	<p><i>Some resources to get you going:</i></p> <p><i>When you ring the WP manager back they explain that they have collated data on users of their services from a variety of sources. Schools provided data on pupils names, post-code and basic characteristics (DoB, post-code) and other data was collected from the individuals in a survey of their interests, confidence and about their background. Some of this information is necessary so that the manager can ensure that funding received from the National Collaborative Outreach Programme is being used in accordance with funder requirements and some of the data collected results from the team's research informed ideas about the types of factor that might affect aspirations to study at University.</i></p> <p><i>The data held at present looks like this:</i></p>  <p><i>The Manager informs you that it has been previous practice to re-survey the contacts in order to find out what they actually did and what affect the outreach activities had on their decisions. In the past the team say that they have collected permissions to undertake this second</i></p>

	<p>survey when they undertake the first round of data collection. This is via box that the students can untick if they do not want to receive the second survey. The data was initially collected via an iPad and survey app – but this is the only data that remains.</p> <p>https://www.youtube.com/watch?v=RZUlsdyREvg&feature=youtu.be</p> <p>---</p> <p>Please provide a list of additional resources that you have found and are useful in the task.</p> <p>Do you need to collect any other form of data</p> <p>How will you collect this? Develop and implement a plan for collecting this information. Ensure that you meet your own Data Protection and ethical requirements.</p>
Synthesis	<p>Please roll-play a telephone conversation within the group to document the advice you would give the manager. Students watching should appraise the advice offered.</p>
Reflections	<p>Please provide a reflective statement in your journal to summarise your answers to the questions below:</p> <ol style="list-style-type: none"> 1. What are the key problems to be overcome in this challenge? 2. How did you organise the work involved in the investigation? 3. How did you collect additional data? What worked well about this? What information gaps were still present at the end? 4. How successful was the investigation process? How would you organise the work differently if you did it again?
Other notes	None.
3. Act	
Solution Prototypes	<p>As individuals please draft a clear email and any further documentary advice that you wish to send to the manager as a follow up to the telephone conversation.</p>
Solution	<p>Please provide a copy of that email here.</p>
Implementation plan	<p>Please draft an action plan that you would expect the WP team to complete to show that they have made their activities GDPR compliant.</p>
Evaluate	<p>Please develop a journal entry which answers the following questions:</p> <ol style="list-style-type: none"> 1. What are the key challenges for WP teams in Universities in implementing the plan you identified?

	<p>2. <i>What were the strengths and weaknesses of your overall approach to the challenge?</i></p> <p>3. <i>Were there any changes that could be made to the investigation process, phone conversation, the email and implementation plan plan to make them more effective, based on your reflection on the whole challenge?</i></p> <p>4. <i>If you were to run this challenge with a group of learners, how would you change it?</i></p> <p>5. <i>What else did you learn from this process?</i></p>
Other notes	
4. Reflection and documentation	
Case notes	