



DATA HANDLING POLICY SHADOWING SCHEME 2023

The Cambridge SU Shadowing Scheme is the SU's flagship access scheme that brings Year 12 (and equivalent) students ('Shadows') from under-represented backgrounds to Cambridge for 3 days to experience Cambridge life from the point of view of a current undergraduate. The primary aspect of the Scheme is the 3-day residential that runs 3 times over 3 weeks which requires the collaboration of Cambridge SU, student volunteers ('Mentors') and College staff, especially Schools' Liaison Officers (SLOs). Certain information must be shared between different stakeholders for the running of the Scheme; this document details how this data is handled securely and only the information necessary for the Scheme's operation is shared.

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DATA SHARED WITH THE SU

Cambridge SU operates two application forms, one for Shadows and one for Mentors, that provide us with academic and personal information about all the participants on the Scheme. For Shadows, this includes GCSE grades, information on their socio-economic background and access requirements, protected characteristics, and contact details for themselves, a parent/guardian, and chosen teacher. For Mentors, the form also details protected characteristics, and questions on socio-economic background and access requirements.

This data is fully password protected and only accessible to a limited number of Cambridge SU staff. The data is used primarily for matching purposes and to ensure the Scheme runs smoothly. As the Shadowing Scheme is a Cambridge SU project, we follow the Cambridge SU data protection policy which is quoted below.

The full Cambridge SU Data Protection Policy can be seen [here](#).

CAMBRIDGE SU DATA PROTECTION POLICY

Cambridge SU will process your personal information for a range of contractual and internal purposes, including the following:

- to represent your interests as a student of the University of Cambridge in accordance with the Union's constitution and democratic functioning;
- to provide, run and coordinate activities and facilities to you (e.g. student campaigns, member services, Student Advice Service etc.);
- to enable your participation in organised activities and events (e.g. student schemes such as the Shadowing Scheme; attendance at training, forum or social events organised for you to attend; society stalls at Fresher's Fair; participation or attendance at Student Council meetings; etc.);
- to communicate effectively with you (predominantly via email and online/via digital means), including the distribution of relevant [e-]newsletters, memos and circulars, and notice of student elections and campaigns;
- to gauge member satisfaction and gather feedback, operate security (including CCTV), deal with complaints and issues, and for monitoring purposes; to support your training, medical, safety, welfare and religious requirements; and
- to compile statistics and conduct research for internal reporting purposes.

We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you (e.g. to manage your student experience and welfare while studying at Cambridge), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. Widening Participation activities, representation of student interests to the University), or necessary for the pursuit of the legitimate interests of Cambridge SU or an external organisation (e.g. to enable your access to external services).

We will not use your personal information to carry out any wholly automated decision-making that affects you. We will ensure that:

- data is kept safe and secure;
- data is handled legally, responsibly, and ethically;
- we are open and transparent about what data we are using and why; and
- all legal requirements are met regarding data privacy.

DATA SHARED WITH SHADOWING SCHEME VOLUNTEERS

Information and data about participants on the Shadowing Scheme is shared to different volunteers based on necessity for the running of the Scheme, with Mentors receiving the most limited information and College staff receiving the most. The below section outlines what specific information will be shared with different groups of volunteers.

MENTORS AND SHADOWS

Mentors and Shadows will receive the most limited data to ensure our safeguarding policies are followed by all participants. Shadows and Mentors should only be able to contact each other in their capacity as Shadowing Scheme participants. Therefore, regarding personal details, they will receive only the first name (and in the case of multiple people with the same first name, the first initial of the surname) of their match. Surnames may not be shared in both the [Mentor](#) and [Shadow Codes of Conduct](#).

Social media and contact information will not be shared. MentorNet is a secure online platform that allows Shadows and Mentors to communicate online whilst upholding data security and safeguarding. On MentorNet user profiles, certain limited information may be added by Mentors for their Shadows to know them better. This includes:

- College
- Year of study
- Subject
- Why they are participating in the Shadowing Scheme

Both Shadows and Mentors may add to their MentorNet profile:

- A profile picture
- Pronouns

ACCESS OFFICERS

Access Officers are essential to the coordination of the Mentors in their College. They will receive a list of first names of all the Shadows staying in their College, alongside the names and emails of all Mentors. Mentors must agree on their application to be contacted directly by their College.

Access Officers do not receive access requirements of Shadows or Mentors but can request this information from their SLO. It is up to the discretion of SLO's to decide whether to share this information if it is deemed necessary to improve the accessibility of an event.

SLOS AND COLLEGE STAFF

SLOs / College Staff Leads

As the logistical leads in each College, SLOs (and equivalent roles) will need to know information about Shadows to ensure their stay in College is safe, accessible, and enjoyable. As full-time staff members trained in safeguarding and GDPR, and the logistical support for Access Officers, SLOs will receive further data on Shadows. SLOs will receive the full names of all Shadows staying in their College alongside an emergency contact. Cambridge SU remains primarily responsible for the safeguarding of all children participating in the Shadowing Scheme and should be the first point of contact for any safeguarding issues. Regardless, SLOs having this information provides extra precaution.

Further, SLOs will receive access and dietary requirements of both Mentors and Shadows as necessary for accommodation and meal bookings, as well as ensuring eMentors are supported throughout the residential.

It will be at the discretion of SLOs as to whether they feel it is necessary to share the access requirements of certain Shadows with their Mentors. Mentors may ask for this

information and Cambridge SU trusts that this information will only be shared if deemed necessary for improving the accessibility of an event for a participant.

Porters

As the first point of contact within Colleges for enquiries, first aid and security, Porters will receive a list of the full names of all Shadows in College, their room numbers, and their assigned Mentor. Porters will receive all the Shadowing Scheme contact details and will know to contact the Safeguarding team first in any emergency.