

Privacy notice: Access and participation plan 2019-20 monitoring returns

Following access and participation reforms in 2018, the Office for Students (OfS) has been developing a new approach to monitoring access and participation plans (APPs). Higher education providers with an approved APP covering academic year 2019-20 must provide information to the OfS on the progress they are making towards the targets and commitments set out in their plan. Providers are now required to submit this information in the 2019-20 monitoring return. This information, alongside the investment information submitted in the provider's annual financial return (where applicable), will be used to generate an impact report. This process requires contact with the accountable officer and the person responsible for completing the monitoring return.

Here is a summary of how personal information you submit will be held and used:

- The personal information (the name and email address) of the accountable officer has been prepopulated using the contact details stored on the OfS's contact system. The personal information (the name and email address) of the person responsible for completing the monitoring return will need to be submitted in the monitoring return. This information is required so that we can contact you should we need to clarify any of the information returned to us or request further information.
- We will not use personal information provided by you in the monitoring return for any other purpose. Some individuals who provide their personal information in the monitoring return may have previously provided their information to the OfS and consented to being contacted regarding APPs, and we may contact them from time to time for this purpose. If you have any queries about this, please contact us by emailing app@officeforstudents.org.uk.
- The Data Controller of the personal information you provide will be the OfS.
- The legal basis for processing the personal information is Article 6(1)(e) public task – which is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- It will be stored on secure servers within the UK.
- It will not be routinely shared with any other organisations.
- It will be retained for the purposes outlined until they are superseded.
- You have certain rights in relation to your personal information, which are set out at: <https://ico.org.uk/your-data-matters/>.
- You may contact our Data Protection Officer dp@officeforstudents.org.uk with any queries or concerns you have about the use of your personal information.

You can find more information about how the OfS processes personal data here:
www.officeforstudents.org.uk/ofs-privacy/.



2019-20 access and participation plan monitoring

Monitoring return: provider submission

This monitoring return asks you to report on progress against commitments set out in your 2019-20 access and participation plan. It forms part of the information the OfS will use to monitor compliance with condition A1 of the Regulatory framework. Please refer to the guidance document for information on how to complete this template. Information submitted in this return, alongside information submitted via the financial return where relevant, will be used to populate the final impact report PDF which will be sent to you at the end of the monitoring process.

1. Contact details

	Main contact (accountable officer)	Alternative contact
Name		
Job title		
Telephone		
Email		

The contact details above are drawn from our records for your provider, and they will be used to contact your provider about this form. Providers are asked to notify us when these details change. If the details above are not up to date, you must contact us on app@officeforstudents.org.uk to update them and we will re-issue this form. Please also provide details of an alternative contact, which should be the person primarily responsible for completing the monitoring return. This section will not be included in the published provider impact report.

2. Ambition and strategy

What was the overall ambition and strategy described in your 2019-20 access and participation plan?

Please complete

3. Progress against targets and written commitments

Please review and complete the Excel document entitled 'APP_monitoring_1920_supporting_info_[UKPRN].xlsx'.

4. The impact of coronavirus (COVID-19) on the delivery of 2019-20 access and participation plans

Please complete all of the following information:

What impact has the coronavirus pandemic had on the delivery of the outcomes detailed in the 2019-20 access and participation plan?
Please complete
Have you engaged your student body regarding the impact of the coronavirus pandemic on the delivery of your 2019-20 commitments?
Please complete
What actions have you taken to mitigate the impact of coronavirus on underrepresented students? Please note whether you have records of decisions made, and whether you consulted students on the actions taken.
Please complete
Have you adopted any of the recommendations from the Disabled Students' Commission report entitled 'Three months to make a difference'? Please provide details.
Please complete
Are you making any new commitments in relation to the above areas? Please include only the details of any actions that are additional to your commitments in existing plans, that have arisen specifically due to the impact of coronavirus on your original commitments.

Please complete

5. Forward look: 2020-21 onwards access and participation plans

5.1 The impact of coronavirus on 2020-21 onwards access and participation plans

Please complete all the following information. This section will not be included in the published provider impact report.

What impact has the coronavirus pandemic had on the delivery of the outcomes detailed in the 2020-21 onwards access and participation plan?

Please complete

Have you engaged your student body regarding the impact of the coronavirus pandemic on the delivery of your future commitments?

Please complete

Are you planning on making any new commitments? If so, you may be required to submit a variation request to your 2020-21 onwards plan.

Please complete

5.2 Progress against key commitments in the 2020-21 onwards plan

The letter of approval for your 2020-21 access and participation plan may have listed commitments made in that plan to undertake activity during 2019-20 academic year to ensure you could meet certain provisions in your 2020-21 plan. Please report progress on the delivery of these commitments in the box below. This section will not be included in the published provider impact report.

Please complete

6. Confirmation and sign-off

Please ensure that you have completed all of the information requested in this document. This document must be signed off by your provider's accountable officer. This is the person, normally the head of the provider, who reports to the OfS on behalf of the provider and ensures compliance with conditions of OfS registration, including by signing off returns such as this one.

Student engagement		
Have you worked with your students to help them complete the access and participation plan monitoring student submission?		Please Select
Have you engaged with your student body in the design, evaluation and monitoring of the plan?		Please Select
Verification and sign-off		
[Provider name] has confirmed that the information included in this monitoring return is accurate, that it has been compiled in line with OfS guidance, and that it is being submitted on behalf of the governing body of the provider.		Please Select
Accountable officer sign-off		
Name	Please complete	
Position	Please complete	