EXAMPLE PARENT/CARER LETTER (PLEASE PERSONALISE WITH CONTACT DETAILS)

**Name of Progression Mentor**

**School Name**

**Address 1**

**Address 2**

**Town**

**County**

**Postcode**

**Date**

Dear

I am delighted to inform you that our schoolhas been invited to participate in a university outreach programme coordinated through the Kent and Medway Progression Federation (KMPF) of which our school is a member. KMPF is a partnership of local universities and colleges. They are working closely with us to provide a programme of activities that inform studentsabout Higher Education. Events can include: subject master classes, visiting a university campus, taster sessions, workshops and presentations.

These activities will help students to develop new skills and introduce them to the opportunities available at colleges and universities. They also give them the chance to learn about career paths that they might not be aware of.

KMPF is committed to providing opportunities to students so that they can make informed decisions about their future education and as part of that process, they ask pupils to complete a questionnaire. This questionnaire includes questions about their personal details (name, date of birth, home postcode) as well as other attitudinal questions around their future plans and what they currently know about Higher Education. A register including personal details from students is also collected at every activity.

The Government directs all universities to improve access to higher education and track how effective their programmes are at doing this (the Higher Education and Research Act 2017), and KMPF and its partners are undertaking this work by offering outreach activities to students who may not consider progressing to higher education. This means that the legal basis for collecting data about students’ participation in outreach activities is deemed in the public interest (a public task). This is why parents/carers and students are not required to give their consent for them to collect and use the information that is provided. However, you or your child/ward can choose to opt-out of providing this information at any time and details of how to do this is included in the copy of the privacy notice attached. When your child/ward is asked to complete this questionnaire, as well as when they are asked to fill-in a register, they will be given the privacy notice and will be given the option not to complete it if they do not wish to.

It is really important that KMPF is able to track the progress of students, as this shows the impact that outreach has on progression to Higher Education. It is this confirmation of impact that enables KMPF’s university partners to secure government funding for outreach, which in turn enables KMPF to provide free outreach activities .

When the questionnaires are completed a teacher will be available to answer questions about the privacy policy and students can choose to opt-out if they wish. You can see a copy of the privacy policy below, which accompanies the questionnaire that students will complete. This explains to students how their details are stored and the role of KMPF.

You can also find more information about KMPF and the work they do to support students in making informed decision about their future at [www.kmpf.org](http://www.kmpf.org)

Yours sincerely

***Name of KMPF contact in school***

**How we use and manage your data**

**What is KMPF and what organisations are part of it?**

KMPF is a partnership between the University of Kent, Canterbury Christ Church University, the University for the Creative Arts, University of Greenwich and over 50 schools and colleges in Kent and Medway. Collaboratively, KMPF offers activities, advice and information on the benefits and realities of going to university or college. We work together to support students like you with their future decisions, by providing sessions like the one you are taking part on today. You can find further information on the KMPF website [www.kmpf.org/about-us](http://www.kmpf.org/about-us)

**What is going to happen to the information you hold about me?**

Your data will be stored securely on the HEAT database in accordance with current data protection legislation. The HEAT database is held on secure computer systems. These systems are subject to stringent physical and electronic access control mechanisms. This means only authorised people will be able to access your data. You can find further information at [www.heat.ac.uk](http://www.heat.ac.uk)

We collect your data for three main reasons under the legal basis of Public Task:

**For the purpose of monitoring**, which allows us to fulfil compulsory external reporting requirements to regulatory bodies such as the Office for Students, as well as giving us a clear picture of the activities we deliver and people we work with.

**For the purpose of evaluation**, which helps us assess the effectiveness of different initiatives on widening participation to HE. This includes long-term tracking of participants’ education journeys, which lets us see how many of the students who participate in our activities go on to university. If you are unable to provide some all of the information in this register (i.e. if you do not know your postcode), we will use other sources of information available to us, such as your student record, to supplement the information you have provided in order to meet our outlined objectives.

**For the purpose of contextualised admissions** where we want to improve inclusivity, the consortium may use this data to inform and support its decision making process (this will always be used to your advantage).

In cases where we collect your Ethnicity, this is considered Special Category Data, meaning that it’s more sensitive and we need an extra reason to collect this information. Our reason is Article 9(2)(g) of the GDPR - Reasons of substantial public interest (with a basis in law), namely the Equality Act. Your ethnicity is being collected for the purpose of widening participation of ethnic minorities in higher education in the UK.

**How long will my data be retained for?**

Your data will be retained for a long period, usually between 15 and 20 years. We do this to track and evaluate participation in activities and progression to Higher Education. Whenever the research findings are published, all information will be anonymised. You have the right to opt out at any time from having your data being processed during this time. You can do this by emailing outreachdataprotection@kent.ac.uk or writing to: Outreach and Widening Participation Team, The Registry, University of Kent, Canterbury CT2 7NZ.

**Will other institutions be able to access my data?**

Your data may be shared with the Office for Students, CFE Research, Higher Education Statistics Agency, or the University and Colleges Admissions Service (UCAS). It will also be shared with partners including colleges, Higher Education Access Tracker service subscribers and the National Data Service. We share your data to help evaluate the effectiveness of this activity. This is part of the government policy to widen participation in higher education and to develop future policy. In order for us to provide these activities, we may need to co-ordinate with your school/college and notify them that you have taken part by sharing limited information (such as your name) on an ad-hoc basis. The project and its partners will not use your record in a way that would affect you individually. We will not release data to anyone who is unauthorised.

**Can I opt out from this data sharing?**

You may opt out of data sharing by writing to: outreachdataprotection@kent.ac.uk

**Where can I find further information regarding how you are going to use my data?**

You can find the University of Kent’s Data Protection and Information Sharing Policy in full on their website: <https://media.www.kent.ac.uk/se/15415/data-policy.pdf>

You can find the University for the Creative Arts Data Protection Policies on their website: <https://www.uca.ac.uk/data-protection-policies/>

You can find the University of Greenwich’s Data Protection Policies on their website: <https://www.gre.ac.uk/about-us/governance/information-compliance/privacy>

You can find Canterbury Christ Church University’s Data Protection Policies on their website: <https://www.canterbury.ac.uk/university-solicitors-office/data-protection/data-protection.aspx>

**Is there anything else I should know about my rights?**

You can find out about your personal data rights on the ICO website [ico.org.uk/your-data-matters/](https://ico.org.uk/your-data-matters/).