

Data collection form (Parent/Carer)

Use of your child's information

Bournemouth University undertakes various outreach activities with schools, colleges and communities across the UK to inform individuals about higher education and help support those who want to go to university to do so. We would be grateful if you could fill in this form about your child to enable Bournemouth University to monitor the effectiveness of our outreach activities. If you have more than one child that is participating in our outreach activities, please complete separate forms for each. You do not need to complete this form for your child(ren) to take part in our outreach activities.

Before you start, please read the HEAT Information Notice on the back of this form for information about how the details you provide will be used. We will assume you have read this notice if you fill in this form.

Please complete this form in BLOCK CAPITALS.

Your child's personal details

Please write their name in full e.g. how it would appear on their birth certificate or passport

First name: _____

Middle name: _____

Surname: _____

Name of their school: _____

Date of birth:

	/		/	
(DD)		(MM)		(YYYY)

Home postcode: _____

Gender (please tick):

☐

Male

☐

Female

☐

Prefer not to say

☐

Prefer to self-describe:
(please write in)

Other information about your child

Is your child a young carer? (please tick)

☐

Yes

☐

No

Do they have 'adult-like' caring responsibilities for a sick or disabled family member?

Is your child currently, or have they ever been, looked after by the local authority? (please tick)

☐

Yes

☐

No

Are they, or have they been, in foster care or other local authority care for 3 months or more? This can include being looked after by another family member where this has been arranged with the local authority.

Is your child eligible for Free School Meals? (please tick)

☐

Yes

☐

No

Please tick 'yes' if they are eligible, even if they don't currently receive Free School Meals.

Are they a Service Child? (please tick)

☐

Yes

☐

No

Is one of their parents/carers in the Armed Services?

What is your child's ethnic group? (please tick)

White

☐

White British

☐

White Irish

☐

Gypsy or Irish Traveller

☐

Other White background:
(please describe)

Black / Black British

☐

Black or Black British-Caribbean

☐

Black or Black British-African

☐

Other Black background:
(please describe)

Asian / Asian British

☐

Indian

☐

Pakistani

☐

Bangladeshi

☐

Chinese

☐

Arab

☐

Other Asian background:
(please describe)

Other ethnic background

☐

Other ethnic background:
(please describe)

Does your child have any disabilities or special educational needs (SEN)? (please tick)

☐

No, he/she doesn't have any known
disabilities or special educational needs
(SEN)

☐

Yes, he/she has known disabilities or
special educational needs (SEN)

If yes, please briefly describe their disability and/or special educational needs (SEN):

Please sign and date to confirm that you have parental/caring responsibility for the child named on this form

Signature: _____

Date: _____

Please print your name: _____

Thank you for taking the time to complete this form. Please return it to your child's school who will pass it on to Bournemouth University.

Higher Education Access Tracker (HEAT) Information Notice for parents / carers

Why are we using HEAT?

Bournemouth University's outreach programme is funded by the Government to increase the number of young people from different backgrounds going into Higher Education (HE)/university. HEAT is a national service used by over 50 universities across the country to track students' progression from school into Higher Education and beyond. HEAT can tell us if our programmes are successful and beneficial to the young people we work with. This in turn helps us to show the effect of our activities so we can continue to offer free activities to your child's school.

Under data protection law we are able to process the information requested in the HEAT Data Collection Form because it is necessary for a task carried out in the public interest. Where the information is special category information (such as information about ethnicity or health) we have a duty in the substantial public interest to process such information for monitoring and evaluation purposes based on the requirement to widen participation in higher education.

Why do we ask for your postcode?

Don't worry; we're not going to be sending you anything. Your postcode tells us how many young people in the area typically go to university. The Government wants more young people from certain postcode areas to go to university and HEAT will show us this.

Why are we asking about gender, disabilities and ethnicities?

People in some groups are less likely to go to university than others. Some examples are young people whose parents didn't go to university, young people with disabilities and special educational needs, young white and black boys and young people in care. We particularly want people from these groups to take part in our outreach activities. Having this information from you helps us to find out how many young people from these groups go to university.

What will we do with the information?

We take the collection and use of personal data very seriously. The information that you give in the HEAT Information Form will be used and stored in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

The information will be stored on a secure database (the Higher Education Access Tracker) and used by Bournemouth University in connection with your child(ren)'s participation in our outreach programmes, and to track their progression to Further and Higher Education – at any institution, not just Bournemouth University.

We may use some of the data in research, reports and publications anonymously – we will **NEVER** publish your child(ren)'s name(s) or personal details or write them in a way that they could be identified from the data in any such reports or publications.

If you don't want your data to be used for the purposes described in this Notice, you don't have to complete and return the form. Your child(ren) will still be able to take part in the activities we are offering.

Who else will see this data?

Some members of staff at Bournemouth University will see this data in order to carry out their job. We will also share your data with the Higher Education Access Tracker (HEAT) Service and other authorised organisations that HEAT works with. This data is **ONLY** used for monitoring and evaluation purposes to help

assess the effectiveness of outreach activities and the data will not be used in a way that could affect your child(ren) individually.

Authorised organisations are:

- The Office for Students (OFS)
- The Universities and Colleges Admissions Service (UCAS)
- The Higher Education Statistics Agency (HESA)
- The National Data Service (NDS)
- The National Pupil Database
- The Office for Fair Access
- The Department for Education
- Local Authorities
- Bournemouth University's education partners including Further Education colleges
- Your child(ren)'s school or academy

How long will we keep the data?

As this is about tracking to see whether the people who do our outreach activities end up going to university, we will keep the data until your child is 30 or, if they enter into higher education, for 15 years after their graduation. After this time has been reached, their data will be anonymised in bulk at the beginning of the next academic year.

Your rights

You have a number of rights under data protection law in relation to the data we hold about you and/or your child(ren). These include the right to:

- request access to the data held about you and/or your child(ren) (a subject access request)
- correct errors in such data
- request such data is removed from our system
- place restrictions on how we process such data.

If you would like a copy of the information you have provided to us, please contact us by emailing schoolsliaison@bournemouth.ac.uk or by phoning 01202 963 999.

If you have any questions or concerns about our use of the data you have provided to us please contact our Data Protection Officer (DPO):

- **Email:** dpo@bournemouth.ac.uk
- **Tel:** 01202 962472
- **Address:** Poole House, Bournemouth University, Fern Barrow, Poole, BH12 5BB

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the Data Protection page on our website at <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy> to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However if you have concerns about our data processing or consider that we have failed to comply with the data protection laws then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

- **Online reporting:** <https://ico.org.uk/concerns/>
- **Tel:** 0303 123 113
- **Address:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF