

**Data collection form (13+)****Use of your 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 to enable Bournemouth University to monitor the effectiveness of our outreach activities. You do not need to complete this form 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 in Part A and Part B will be used. We will assume you have read this notice if you fill in this form.

Please complete this form in BLOCK CAPITALS.

**PART A: Your personal details**

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

**First name:** \_\_\_\_\_ **Middle name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Your school/college:** \_\_\_\_\_

**Your date of birth:**  /  /   
(DD) (MM) (YYYY)

**Your home postcode:** \_\_\_\_\_

**Gender (please tick):**  Male  Female  Prefer not to say  
 Prefer to self-describe:  
(please write in) \_\_\_\_\_

**Other information about you**

**Are you a young carer? (please tick)**  Yes  No

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

**Are you currently, or have you ever been, looked after by the local authority? (please tick)**  Yes  No

*Are you, or have you 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.*

**Are you eligible for Free School Meals? (please tick)**  Yes  No

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

**Are you a Service Child? (please tick)**  Yes  No

*Is one of your parents/carers in the Armed Services?*

**What is your 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) \_\_\_\_\_

**Do you have any disabilities or special educational needs (SEN)? (please tick)**

No, I don't have any known disabilities or special educational needs (SEN)                       Yes, I have known disabilities or special educational needs (SEN)

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

\_\_\_\_\_

**Thank you for your completing this form, please sign and date it before handing it in**

**Signature:** \_\_\_\_\_ **Today's date:** \_\_\_\_\_

**Please print your name:** \_\_\_\_\_

**PART B: Contacting you in the future**

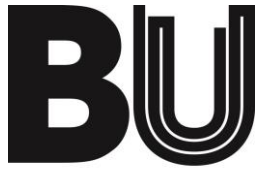
If you would like to receive marketing emails from us about university life and our upcoming events, please add your details below. You can opt-out at any time by following the 'Unsubscribe' link at the bottom of each email, or by emailing [schoolsliaison@bournemouth.ac.uk](mailto:schoolsliaison@bournemouth.ac.uk).

These details will not be passed on to anyone outside Bournemouth University and will be stored on a secure database. Please see the accompanying Information Notice for more information.

I would like to receive emails from Bournemouth University  
(Please fill in your details below)                       I would not like to receive emails from Bournemouth University

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_



**Bournemouth  
University**

**UK Student Recruitment & Outreach**

Schools Liaison & Partnerships Team

## **Higher Education Access Tracker (HEAT) Information Notice for Participants (aged 13+)**

### **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 into Higher Education and beyond. HEAT can tell us if our programmes are successful and actually help 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 school or college.

Under data protection law we are able to process the information requested in Part A of 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 your 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. In Part B of the form we ask for your permission to contact you by email, and so collect this information on the basis of your consent.

### **Why do we ask for your postcode?**

Don't worry; we're not going to be passing your details to marketing companies! Your postcode tells us how many young people in the area normally 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.

We may use some of the data in research, reports and publications anonymously – we will **NEVER** publish your name or personal details or write it in a way that you 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, it's as simple as that! And you won't get into trouble for not filling in the form.**

### **What will we do with the information?**

Personal data is a serious matter. The information that you give in the form provided will be used and stored in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

The data you have provided in Part A of the form will be stored on a secure database (the Higher Education Access Tracker) and used by Bournemouth University in connection with your participation in outreach activities and to track your progression to Further and Higher Education – at any institution, not just Bournemouth University.

If you have confirmed in Part B of the form that you would like to receive emails from us about university life and upcoming events at Bournemouth University, we will hold your name, email address, school and date of birth in our system (which we call our CRM system) so that we can send relevant information to you. You can withdraw your consent at any time to receiving these emails by following the “Unsubscribe” link at the bottom of each email, or by emailing [schoolsliasion@bournemouth.ac.uk](mailto:schoolsliasion@bournemouth.ac.uk).

### **Who will see this data?**

Some members of staff at Bournemouth University will see this data in order to carry out their job. We will share the data you have provided in Part A of the form 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 you 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 school, academy or college

### **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 in Part A of the form until you are 30 or, if you enter into higher education, for 15 years after your graduation. After this time has been reached, your data will be anonymised in bulk at the beginning of the next academic year.

If you agree in Section B of the form that we can send marketing emails to you, we will keep your details on our CRM system until the end of the academic year in which you have your 18<sup>th</sup> birthday. We will then remove your details from the system before the beginning of the next academic year.

Under the Data Protection Act, you have the right to see a copy of the data held about you. If you have any complaints or concerns about the use of data for the purposes we have described or would like a copy of the data you have supplied directly to us, please email [DPA@bournemouth.ac.uk](mailto:DPA@bournemouth.ac.uk).

**If you would like a copy of this HEAT information, please contact us by emailing [schoolsliasion@bournemouth.ac.uk](mailto:schoolsliasion@bournemouth.ac.uk) or by calling 01202 963 999.**

## Your rights

You have a number of rights under data protection law. These include the right to:

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

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

- **Email:** [dpo@bournemouth.ac.uk](mailto: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, as a data subject 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