

Parent Information Leaflet

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Introduction

Your son or daughter has been selected to take part in the National Collaborative Outreach Programme, an exciting programme of activities designed to help young people make positive choices about their future education.

This leaflet tells you more about the programme and why your son/daughter has been chosen to take part. It also contains details about the information we would like to keep about your child if they choose to participate, what we will use it for, and how their feedback can help us learn about the programme's long-term impact.

What is the National Collaborative Outreach Programme?

The National Collaborative Outreach Programme (NCOP) offers a range of events and activities that aim to help young people decide on the best educational path for them. These activities are for students in years 9 to 14 who live in certain postcode areas.

As part of the programme, your son/daughter could have the chance to get involved in activities such as:

- visits to universities
- mentoring (individual support and guidance about education and career options, perhaps from people who are currently at university, in employment or doing an apprenticeship)
- courses held at a university where students take part in activities and stay in university accommodation
- career discussions
- workshops, assemblies and academic taster sessions held at your child's school or college

In addition, your child's school or college may receive NCOP funding to run additional activities and projects.

As part of NCOP, your son/daughter will also have access to advice, guidance and information to help them make decisions about their GCSEs, and about the education and training options available following their GCSEs.

The programme, which runs initially until December 2018, is funded by the Higher Education Funding Council for England (HEFCE). For more information visit www.hefce.ac.uk/sas/ncop

What are the programme's aims?

NCOP aims to support young people who live in certain postcode areas and are achieving good GCSE grades to make positive choices for post-16 and post-18 education. It supports the government's goal of making sure everyone who might benefit from higher education (education after the age of 18, such as a university degree) has access to it, whatever their background.

Another key part of the programme is research. We would like to collect information about, and feedback from, the young people who take part in NCOP activities so that we can measure how effective the programme has been. There is also the opportunity for you to take part in evaluation exercises if you would like to. You'll find more information about evaluation later on in this leaflet.

Why has my son/daughter been chosen to take part?

Your son/daughter has been selected to take part because the school/college they attend has identified them as living in a target ward, based on postcode information provided by HEFCE. A target ward is an area where, compared other areas, fewer students go on to higher education (education after the age of 18, such as a university degree course) even though they do well in their GCSEs. This means students who live in a target ward are achieving good GCSE results and have the ability to study for a higher education qualification but currently choose not to.

For a full list of target wards please visit www.hefce.ac.uk/sas/ncop/maps

Who runs the programme?

NCOP activities in your area are run by a group of organisations known as the Southern Universities Network (SUN).

SUN is made up of six higher education institutions (universities):

- Arts University Bournemouth
- Bournemouth University

- Southampton Solent University
- University of Portsmouth
- University of Southampton
- University of Winchester

SUN partner organisations also include further education providers (colleges), local councils and local education authorities, Education Business Partnerships and Local Enterprise Partnerships.

SUN has staff members in the six universities who lead the organisation and delivery of NCOP activities, working with the other partners.

Why do you want to collect information about my son/daughter?

SUN would like your child's permission, also known as consent, to collect and use information about them, and their feedback about NCOP activities. This information (also called data) will help us to monitor and evaluate the work we are doing and provide information on the impact of the programme. We will ask them to give permission to collect their data by completing an online consent form and signing a paper form.

What data will you collect?

If your child gives consent, we will collect:

- **personal data** – for example your child's name, address and date of birth
- **tracking data** – to allow us to monitor your child's future education choices, exam results, and possibly what job they go on to do
- **evaluation data** – feedback your child gives us about their attitudes to education and about the NCOP activities they take part in

Your son or daughter can still take part in NCOP activities if they do not give us consent to keep their data.

How will this data be collected and stored?

If consent is given, we will enter the personal data from the consent form onto a trusted third-party database called the Higher Education Access Tracker (HEAT). Using this personal data, HEAT will be able to track your child's progress through the education system, using information shared by other national education bodies.

We will also record information about your child's attendance at NCOP events on HEAT.

Evaluation data, for example feedback from surveys and focus groups, will be stored on encrypted and password-protected files held on a secure University of Southampton server. (The University of Southampton is the lead organisation for NCOP). Only the SUN Research Team will have, or be given access to, the passwords or file locations of evaluation data containing individual and personal information.

What will you use the data for?

SUN will use the personal data, tracking data and evaluation data to monitor the work we are doing and to conduct research into the impact and effectiveness of NCOP activities. The data we use for this will be aggregated and anonymous (data about many participants that is grouped together, in which individuals can't be identified).

We will also use aggregated and anonymous data to produce progress and evaluation reports for our funder, HEFCE. We may also use aggregated and anonymous data to publish research papers and reports to inform policy makers in local and central government.

Will the data be shared with anyone else?

The HEAT database tracks individual students through administrative databases held by organisations such as the Department for Education, the Skills Funding Agency and the Higher Education Statistics Agency. Data sharing between SUN and these agencies allows us to link NCOP participant data with information about what students go on to do. This means we can explore in detail the relationship between participation in the programme and student success.

We may share certain data with SUN partners and wider educational partners. Specifically, two research organisations, CFE Research and the Behavioural Insights Team, will have access to some personal data from participants for research and evaluation purposes only.

We will share aggregated and anonymous data with our funder, HEFCE, for monitoring and reporting purposes. We will also be working with local councils/local education authorities to ensure we are working with young people who will benefit most from our activities. Local councils/local education authorities will also be provided with certain types of personal information (such as postcode and name) to enable us to monitor trends in educational attainment and progression within target wards.

How long will you keep the data for?

If your son/daughter consents to sharing information with us and our partners, data will be kept until they turn 26 years of age. This is to provide long-term data on their progress through the education system, their exam results, and potentially their employment when they leave education.

Who can I contact if I have questions or concerns about the use of my child's data?

The Research Integrity and Governance Manager at the University of Southampton (the programme's lead organisation) has given the programme ethical clearance, which means we have shown that we will follow best practice in our use and storage of data. However, if you have any concerns or questions about the use of your child's data for the programme, you can contact the Research Integrity and Governance Manager direct by phone (023 8059 5058) or email (rgoinfo@soton.ac.uk). Give the following reference when you get in touch: ERGO ID (University of Southampton): 30036.

How will young people be involved in evaluation?

We hope as many young people as possible will consent to take part in the evaluation of NCOP activities. Your child's opinions and feedback are crucial in helping us to gain a greater understanding of young people's attitudes, experiences and decision making in relation to future education choices, and the best ways to support them.

If they give their consent, at the start of the academic year we will ask your child to complete a short survey on their attitudes to learning and how confident they are about making decisions for their future education.

If your child takes part in activities such as residential courses and mentoring, we will ask him/her to fill in a survey before and after each event. We will also ask a sample of participants to take part in discussion groups and focus groups a few months after the event. Your child can choose whether or not to take part in these. Focus groups and discussion groups will take place at their school/college, will not interfere with class time and will last no longer than one hour.

Is involvement in evaluation compulsory?

No. Your child does not have to participate in evaluation. They can still take part in NCOP activities even if they choose not to be involved in evaluation.

What safeguards are in place to ensure my child's safety and wellbeing?

Your son/daughter can decide whether or not to participate in evaluation, in line with the revised Data Protection Bill published in August 2017. The researchers who will conduct the evaluation exercises have all had DBS (Disclosure and Barring Service) checks and have experience of working with young people.

The programme has the support of the headteacher/principal at your child's school/college. In addition, the programme has been reviewed and given the go-ahead by the ethics committee at the University of Southampton, which is the lead institution for SUN NCOP. This means the evaluation exercises and the research that SUN will carry out have been checked by research experts to ensure they will not cause any harm to participants.

SUN and third parties may publish information such as aggregated data or research and analysis using the data obtained but this data will be **anonymised**. **Your child's personal data will always be safeguarded** under the

terms of data protection legislation. For the purposes of this programme, the data controller is University of Southampton.

What if my son/daughter changes their mind about participating in evaluation?

Your child is free to withdraw from the evaluation at any point and to ask the SUN team to destroy their evaluation data. They do not have to give a reason for withdrawing and they will still be able to take part in NCOP activities. We may ask them for some personal information to help us administer the activities; this will be destroyed as soon as the activity has taken place.

How will I find out about the activities my son/daughter will be involved in?

There is a named teacher or member of staff at your child's school/college who is the point of contact for all NCOP activities. You can get in touch with this person if you have any questions about the activities.

You will receive NCOP activity sign-up information direct from the named contact staff member. Our SUN Project Leaders, who will be leading and organising most of the activities and events, may also contact your son/daughter, via the school, to ensure all necessary event information is communicated in a timely and appropriate way. We aim to send all communication via the school, however there may be times when we need to send event information direct to your home address.

How can I get involved?

We are keen to work in partnership with parents and carers to ensure the young people who are taking part in the programme receive as much support as possible during their educational journey. We would greatly appreciate and welcome your involvement in our evaluation exercises, as we'd like to find out as much as we can about parents' attitudes towards education and the potential barriers their children face in achieving their academic goals.

You should have received an email from your child's school/college with information about NCOP and a link to an online consent form and parent/carer survey, which we hope you will complete. (Please contact SUN@soton.ac.uk if you haven't received this information yet.) We plan to run the parent/carer survey each year as well as discussion groups and evaluation exercises related to specific NCOP activities throughout the four-year programme. If you are interested in taking part and contributing your knowledge and experience, please contact SUN@soton.ac.uk with the title 'Parent Evaluation' in the subject line.

How will my/my child's contribution to the programme evaluation be recognised?

We value every student's and parent/carer's contribution to the evaluation exercises. Each participating school/college will receive an end-of-year report, and you will be able to request a copy from your son/daughter's school/college. At the end of the programme we will also produce a final report; again this will be available through your son/daughter's school/college. Although individual participants won't be named, your child's school/college will be acknowledged in these reports and in any publications relating to the programme evaluation.

Data privacy statement

The data privacy statement below has been read by your son/daughter. They also have a copy of this in their participant information booklet. Please ensure you keep this booklet safe in case you have any questions on how information is being used or shared with other partners in this project.

SOUTHERN UNIVERSITIES NETWORK PRIVACY NOTICE

**Data Protection Act 1998
General Data Protection Regulations**

UNIVERSITY OF SOUTHAMPTON SUN PRIVACY NOTICE – October/2017

The Southern Universities Network (SUN) is a project designed to increase the numbers of students living in your specific local area (target ward) going into higher education.

We are collecting personal data (“Data”) about you to enable us to carry out the project, to assess the impact of this project and to track your progress through your educational journey. Personal data is the data that we will collect from you from which, either on its own or in combination with other information, you can be identified. This Data will include details such as your:

- Name;
- Gender;
- Contact information;
- Educational information including what school you are attending and grades attained;
- Attitudes to Higher Education/ Level 4 learning;
- Knowledge of Further Education, Higher Education and Level 4 qualifications and options
- Ethnicity,
- Medical information in regards to any disabilities;
- Thoughts on education, employment and what you would like to do in the future;
- Engagement in SUN outreach activities and activities funded by SUN
- Immediate family’s education.

You can withdraw your consent to us processing this Data at any time by sending us an e-mail to: SUN@soton.ac.uk. Your consent will not impact upon your involvement in SUN outreach activities.

I. Why we are processing it

This Data is processed to enable you to take part in:

- A baseline survey;
- Activities designed to inform and engage you in deciding your next steps in education;
- Surveys based on the above activities;
- Discussion groups.

It enables us to:

- Identify you as a participant;
- Measure your participation in the activities outlined above;
- Monitor and evaluate the project;
- Measure engagement within certain ethnic groups and between genders;
- Track any changes in your attitudes towards higher education;
- Track any changes about how you feel about yourself in an education context e.g. self-confidence, decision making and identity);
- Track which path you take after you leave school;
- Assess equality of opportunity;

- Carry out research.

2. Holding data

We will only process your Data for the purposes of this project. All personal data and sensitive personal data which you provide will be processed and held within SUN and will be kept confidential and held securely.

We will also keep this Data accurate and up to date. Please let us know if your details change or if you feel that the Data we hold about you is inaccurate or incomplete at: email address

You can also ask us to delete the information that we hold about you in certain circumstances by sending us an e-mail to: rgoinfo@soton.ac.uk.

Your data will be stored and monitored until you turn 26 years old. This is to enable us to monitor your progression through education and potential employment destination.

3. Access to your Data

You can request access to any Data we hold about you. If you would like to access your Data please make a request in writing to:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO171BJ
Email: data.protection@soton.ac.uk

In certain circumstances you can request your Data for reuse for your own purposes across different services by emailing us at: SUN@soton.ac.uk.

4. Profiling

The data you provide may be used for profiling purposes to identify similar characteristics of those identified as living in SUN target wards. This profiling is used for research and evaluation purposes only and will not impact upon any decisions made about your involvement in this project, or other education opportunities.

5. Sharing your data

Wherever possible we will give you the reasons why we wish to share your information and will ask for your consent.

Where you have given your consent we will share your Data with the following to allow us to assess and monitor this project and to track your progress through the education system:

- CFE Research and the Behavioural Insights Team who will be managing and studying the responses given in the baseline survey and linking this with your engagement in SUN outreach activities via the Higher Education Access Tracker (HEAT)

- The Higher Education Access Tracking (HEAT) service to store your Data to enable your progress to be tracked through the education system.
- The Higher Education Funding Council for England (HEFCE) who are funding this project to enable us to report back on the success of the project. This data will not be shared in a form that identifies you.
- Your local authority to monitor and track your educational journey through school and or College, and to monitor your attainment at GCSE and A-level or equivalent level.
- The Brightside Trust to enable you to take part in their e-mentoring scheme if selected.

We will never share your data with any other third parties who we have not named above and we will ensure that we work with reputable companies for data processing services who are data protection compliant and who enter into appropriate data sharing agreements.

We may publish information such as aggregated or grouped data, statistics, research findings and analysis using the data obtained from your data but this will be published in a form that does not identify you.

If you wish to find out more about these uses of your Data or you are unhappy with the way that we have handled your Data you can contact us at: SUN@soton.ac.uk or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at: <https://www.sunoutreach.org/resources/privacy-notice>

Terms and abbreviations explained

Aggregated data: Information that pulls together data from across lots of different records, in which individuals can't be identified.

Anonymous data: Information presented in a way that means individuals can't be identified.

Consent: Permission, for example for an organisation to store data about you.

Evaluation data: Feedback your child gives us about their attitudes to education and about the NCOP activities they take part in.

Evaluation exercises: Activities such as surveys, discussion groups and feedback forms that help measure how successful or effective something has been.

HEAT: Higher Education Access Tracker – a database that tracks students' education journey.

HEFCE: Higher Education Funding Council for England – the organisation that funds NCOP.

Higher education: Education after the age of 18, for example a university degree course.

Level 4 education: Qualifications such as certificate of higher education, higher apprenticeship or Level 4 NVQ

Mentoring: One-to-one advice and guidance.

NCOP: National Collaborative Outreach Programme.

Personal data: Information that can be used to identify an individual, such as name, date of birth and address.

SUN: Southern Universities Network – a group of universities and other organisations that runs NCOP activities in your area.

Target ward: A local area identified by HEFCE where, compared with other areas, students who have the ability to do well in their GCSEs are less likely to go on to higher education.

Tracking data: Data that allows us to follow individual students' progress through the education system.