

SUN

# SUN

SOUTHERN  
UNIVERSITIES  
NETWORK

**PARENT & CARER INFORMATION BOOKLET**



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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 is funded by the Office for Students (OfS). For more information visit [www.officeforstudents.org.uk](http://www.officeforstudents.org.uk)

## What are the programme's aims?

NCOP aims to support young people who live in certain areas within Dorset, Hampshire and the Isle of Wight to make positive choices for post-16 years and post-18 years 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 and their families, who take part in NCOP activities so that we can measure how effective the programme has been.

## 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 NCOP activities they take part in



Your son or daughter can still take part in NCOP activities  
if you do not give us consent to use your 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 WE USE THE DATA FOR?

Young person takes  
part in one of our  
workshops  
or events...



They then  
complete  
a survey or  
take part in a  
focus group...



We evaluate  
the data...



They receive tailored  
support enabling  
them to make  
informed decisions  
about their future

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

If you do not give consent for your child to take part in research and evaluation activities, please complete the slip at the back of this information booklet and send to:

Southern Universities Network  
Outreach Team  
University of Southampton  
Highfield Campus  
Southampton SO17 1BJ

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](mailto:rgoinfo@soton.ac.uk)). Give the following reference when you get in touch: ERGO ID (University of Southampton): 30036.

## Is involvement in evaluation compulsory?

No. Your child does not have to participate in activities. If your child wishes to take part in activities but not evaluation this is not a problem. The most important part of the project is ensuring young people are able to take part in activities.

If you do not give consent for your child to take part in research and evaluation activities, please complete the slip at the back of this information booklet and send to:

Southern Universities Network  
Outreach Team  
University of Southampton  
Highfield Campus  
Southampton SO17 1BJ

All participants will be contacted shortly before their 18th birthday with a reminder communication. This is to ensure that on turning 18, when young people will then be classed as adults, we can ask for continued consent from the young person. Please note, that the reminder communication and consent will be opt-out. This means that unless the young person contacts us directly and withdraws their consent, we will assume they are happy for continued consent in the project.

## 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. We are also compliant with the new data protection law. 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](mailto: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](mailto:SUN@soton.ac.uk) with the title 'Parent Evaluation' in the subject line.

# Data Privacy Notice

This is our formal notice, required under data protection rules, which gives full details of how we will process (collect and use) your data.

## **SOUTHERN UNIVERSITIES NETWORK PRIVACY NOTICE**

### **Data Protection Act 1998**

### **General Data Protection Regulations**

## **UNIVERSITY OF SOUTHAMPTON SUN PRIVACY NOTICE – July 2018**

The Southern Universities Network (SUN) is a project designed to increase the numbers of students living in your 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](mailto:SUN@soton.ac.uk). Your consent will not impact upon your involvement in SUN outreach activities.

## 1. 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](mailto: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](mailto: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](mailto: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 Office for Students (OfS) 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 school or college you attend to enable them to keep a record of activities you have registered interest for, and attended. Where an activity takes place during term time and during the school day we will need to share your name, year group and date of birth to the school or college you attend to ensure they are aware for safety reasons
- 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](mailto: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: [www.sunoutreach.org/data-privacy-notice/](http://www.sunoutreach.org/data-privacy-notice/)

The University of Southampton is the Data Controller and our registration number with the Information Commissioner's Office is Z6801020.



## 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.

**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.

**OfS:** Office for Students - the Government office who is funding this project

**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 OfS 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.

# Opt-out consent form

I do not give consent for my child to take part in any research or evaluation activity including tracking of their educational journey:

Your full name: \_\_\_\_\_

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to young person: \_\_\_\_\_  
\_\_\_\_\_

Your Child's name: \_\_\_\_\_

Your Child's School  
or FE College name: \_\_\_\_\_

Year they are currently in: \_\_\_\_\_



