

# Go Higher West Yorkshire Evaluation

## Higher Education Access Tracker (HEAT)

Information sheet for participants aged 12 – 15 and their parent/carer **September 2019**

### ABOUT OUR EVALUATION

Thank you for thinking about doing activities with Go Higher West Yorkshire as part of the National Collaborative Outreach Programme (NCOP). We are really looking forward to working with you!

Our evaluation is all about finding out if the activities you take part in make a difference to you.

To do this we want to find out over the next few years:

1. Whether you go onto university or higher-level study at college.
2. If so, which university or college you choose, and which course.
3. Whether you carry on studying or get a job after you have been to university or college.

To do this we will use an electronic database called HEAT. We will record information about you and the activities with us you take part in (your data). Through HEAT we will then be able to find out if you decide to go onto Higher Education in the future. We will use this information to understand how helpful different activities are and if they make a difference to your decisions about your future.

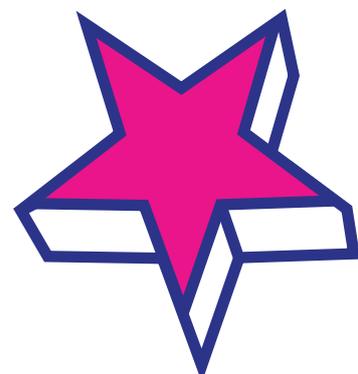
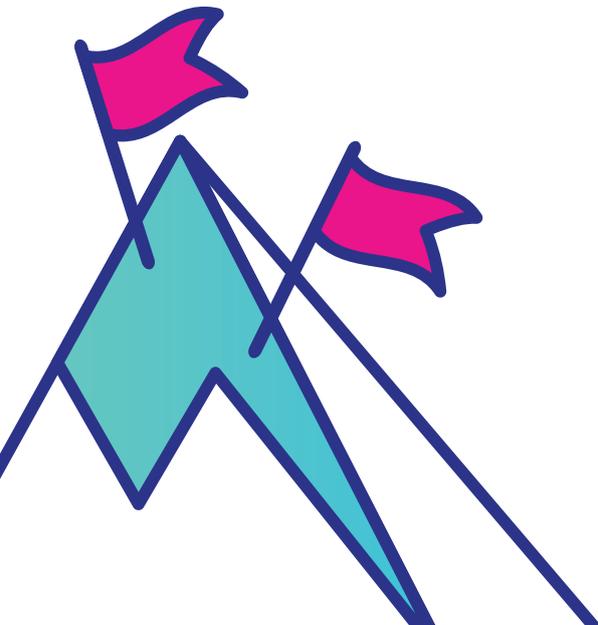
### ABOUT HEAT

HEAT stands for the Higher Education Access Tracker. It is a secure electronic database, which means no one can see it unless they are supposed to. Lots of universities and colleges use HEAT to track young people who are taking part in similar activities to you. You can find out more information about what HEAT is and how it works at <https://heat.ac.uk/data-privacy-participants/>

This information will be put into reports along with information about other young people who take part. We will share the reports with some other organisations that are involved with us and in Higher Education. These organisations include:

- The Office for Students
- CFE research (the national evaluators of the NCOP)
- The Go Higher West Yorkshire board
- University of Leeds committees
- University publications

These reports will help us to show whether our activities are having a positive impact on you and others. This will help to decide if we can continue to do activities with other young people. Some reports may be made public for anybody to read. **People reading the reports would never be able to identify you as an individual.**



### KEEPING YOUR INFORMATION SAFE

We know that it is really important that the information you give us is kept safe. We have procedures in place to make sure that this happens.

### FINDING OUT WHAT YOU THINK

We want to know what young people think about our activities and the way we support you. We may ask you for your views, e.g. by inviting you to answer a survey. There may be a chance for you to run your own research project and find out the views of your friends or community. We will give you full details of any research events if we invite you to take part in them. You can then decide if you want to be involved in them or not.

You can just take part in our activities if you want to. If you don't want to tell us what you think about them, you don't have to.

### MAKING YOUR DECISION

Whatever you and your parent/carer decide is OK.

You don't have to consent to take part in our evaluation and your information being recorded on HEAT, but it will really help us if you do.

Whether or not you decide to take part in our evaluation, or anything you tell us as part of the evaluation, will not affect any application that you make to attend university or college in the future.

If you and your parent/carer are happy for us to record your information and follow your journey into Higher Education then you should **both complete and sign the evaluation agreement form**.

If you and your parent/carer choose to sign the form and later change your mind you can be removed from our evaluation at any point. Please see the information notice for more details.

The information notice also explains more about your data rights.

### CONTACT DETAILS

**Dr Anna Woodhouse**  
**Dr Jemma Basham**

Research and Evaluation Manager

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[J.L.Basham@leeds.ac.uk](mailto:J.L.Basham@leeds.ac.uk)

Please contact Dr Anna Woodhouse/  
Dr Jemma Basham if you:

- want further information about the evaluation,
- want to discuss how your information will be used,
- have any concerns about the research project.

If you have concerns about the conduct of the researcher (named above) you can contact: Alice Taylor, NCOP Senior Project Manager, [a.taylor3@leeds.ac.uk](mailto:a.taylor3@leeds.ac.uk)

Thank you for your time and we hope that you will feel able to take part in this evaluation with us!



# INFORMATION NOTICE

## DATA CONTROLLER AND COLLECTION

The organisation responsible for looking after your personal data (Data Controller) is the University of Leeds (acting on behalf of Go Higher West Yorkshire). Whilst the University of Leeds may share your data with other Go Higher West Yorkshire partners, it will carefully control who is given access to that data.

Your school, academy or college will be responsible for collecting the data and passing it on to the University of Leeds. Your school, academy or college will keep a record of what you have done as part of the project to support your future involvement and the development of the NCOP.

## DATA PROTECTION OFFICER

The University of Leeds' Data Protection Officer is Adrian Slater. If you have any queries concerning the use of your data we can put you in contact with Adrian through [educationalengagement@leeds.ac.uk](mailto:educationalengagement@leeds.ac.uk)

## WHAT WE WILL USE YOUR DATA FOR

Please see the sections above "About our evaluation" and "About HEAT" for details of what we will use your data for.

## SHARING YOUR DATA

For research and monitoring purposes, your data may be shared with relevant agencies, including the Office for Students, Department for Education, Higher Education Statistics Agency or the Universities and Colleges Admissions Service (UCAS), and our partners, including colleges, schools, Higher Education Access Tracker service subscribers, Connexions and the National Data Service. **The University of Leeds and its Go Higher West Yorkshire partners will not share your records in any way that would identify you without seeking additional permission first.**

## GDPR

This evaluation agreement complies with the General Data Protection Regulation 2018 (GDPR).

## WHAT DATA WE WILL BE COLLECTING

As part of your involvement in the NCOP we will collect data about you. This will include your

- Full name.
- Postcode of where you live.
- Date of birth.
- Ethnicity.
- Whether you are in receipt of free school meals.
- The activities you take part in during your involvement in the NCOP.

## HOW LONG WE WILL KEEP YOUR DATA FOR

Your personal data (in so far as it identifies you as an individual) will be stored for up to twenty years after the end of the project. After that time, any data stored will be anonymised.

## YOUR RIGHTS

You have the right to

- Rectification – that any mistakes in the data held about you are corrected.
- Erasure – that data held about you is deleted.
- Restriction of rights to process – that you limit how the data about you is used.
- Object to your data being processed.
- Portability – for you to have your data given back to you in an accessible form so that you can take it somewhere else.
- Withdraw – the right to decide you do not want to take any further part in the research, but you may be happy for us to keep the data you have already provided.

If you are not happy with the way your data is being handled you have the right to complain to the Information Commissioner's Office.



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# EVALUATION AGREEMENT

## Consent to take part in the Higher Education Access Tracker (HEAT) evaluation (for participants aged 15 and below).

*To be signed by the parent/person with parental responsibility*

I confirm that I have read and understood the Educational Engagement Higher Education Access Tracker (HEAT) information sheet for participants aged 15 and under dated October 2018 explaining the above research project, and I have had the opportunity to ask questions about the project.

I confirm that I have read and understood the above section title "Information notice" within the information sheet, and that I am happy for my child's personal data to be used as described there.

I understand that my child's data will not be shared with any university admissions team and will not be used in connection to any decision making in the event of future applications to any university programmes.

I understand that my child's participation is voluntary and that he/she is free to withdraw at any time without giving any reason and without there being any negative consequences. In addition, should he/she not wish to answer any particular question or questions, he/she is free to decline. Any data held by the research team and any third party organisation will be disposed of securely.

To have your data removed, please contact: [educationalengagement@leeds.ac.uk](mailto:educationalengagement@leeds.ac.uk)

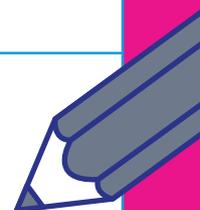
I give permission for members of the research team to have access to my child's data. I understand that he/she will not be identified or identifiable in the report or reports that result from the research.

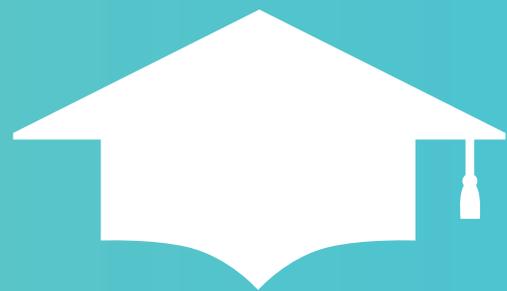
I understand that other genuine researchers may use my child's words in publications, reports, web pages and other research outputs, only if they agree to preserve the anonymity of the information as requested in this form.

I understand that relevant sections of the data collected during the study may be looked at by the University of Leeds for reporting purposes or from regulatory authorities where it is relevant to my taking part in this research. I give permission for these individuals to have access to my child's records.

I agree to my child taking part in the above research project and will inform the lead researcher should our contact details change.

<b>Name of participant</b>	
<b>Participant's date of birth (DD MM YYYY)</b>	
<b>Participant's home postcode</b>	
<b>Participant's signature</b>	
<b>Name of parent/person with parental responsibility</b>	
<b>Signature of parent/person with parental responsibility who is giving consent to above</b>	
<b>Name of school/academy/college</b>	
<b>Date</b>	





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