

2nd November 2017

Dear Parent/Guardian

TQEA, in conjunction with the University of Sheffield, are pleased to offer an exciting opportunity to experience a University Languages Taster event. A team of student ambassadors from the University will be visiting TQEA on Wednesday 8th November 2017, to deliver activities designed to raise awareness of the breadth of subjects available for study at Higher Education and to help pupils make informed decisions about this educational future.

In line with the government focus on the destinations of school and college leavers, universities are required to provide evidence of their work with schools and colleges. To do this, a database called the Higher Education Access Tracker (HEAT) is used, which works by enabling universities to create personalised records for individual students, using particular demographic data. Whilst the database has the functionality to record high levels of personal data, in most cases the University of Sheffield will only record the minimum level of information required. This will allow us to assess the long-term impact of our activities in supporting students in making informed decisions about their future education.

We therefore ask for the following information about the students that we work with in all of our outreach activity:

- Full name
- School name
- Date of Birth
- Gender
- Home Address
- Postcode
- If they have a disability
- If either of their parents/guardians have been to university
- Ethnic Origin

The Participant Form will be completed by your child during languages lessons (an example available overleaf) and all data will be handled sensitively under the Data Protection Act.* If you have any queries regarding this please contact Miss Poole on e.poole@tqea.org.uk or 01827 71247, or University of Sheffield Outreach Data and Communications team on heat@sheffield.ac.uk.

This event is an exciting opportunity for students to experience languages in a different context, and consider the potential of studying languages post-16. We hope you will give the event your full support.

Yours sincerely



Miss E Poole
Curriculum Leader for MFL

***Data Protection:** The data collected here will be processed by the University of Sheffield in accordance with the Data Protection Act 1998 and the General Data Protection Regulation, and held for as long as we need this information. For research, monitoring and evaluation purposes only, your data may also be shared with appropriate third party organisations such as the Higher Education Funding Council for England, Higher Education Statistics Agency and our partners including Higher Education Access Tracker Service subscribers. We will not release data to anyone who is unauthorised. Under the Data Protection Act 1998 and the General Data Protection Regulation (from March 2018), you have the right to a copy of the data held about you by us. If you would like a copy of the data you have supplied to us, please contact heat@sheffield.ac.uk. By handing in this form, you are agreeing to the use of your data as outlined above. You have the right to opt out of your data being processed and shared. If you would like to opt out, please contact heat@sheffield.ac.uk. You can find out more about why we collect your data on our website: <https://www.sheffield.ac.uk/outreach/data>

Schools Outreach Events – Participant Form

Please complete this form in **BLOCK CAPITALS** and return it to University staff at the event. Please also sign and date overleaf.

Pupil Name			
School/College			
Pupil's Date of Birth		Male / Female (delete as appropriate)	
Pupil's Home Address			
		Home Postcode	
<p>Does the pupil consider themselves to have a disability? Yes / No (delete as appropriate) If YES, please provide details of the nature of your disability and any additional support you feel you may need if you were to attend events at the University:</p>			
<p>Did either of the pupil's parents / carers go to University? Yes / No (delete as appropriate)</p>			
<p>Please choose the category which you feel most closely resembles the pupil's ethnic origin</p>			
White		Other Asian Background	
Gypsy or Traveller		Mixed – White and Black Caribbean	
Black or Black British – Caribbean		Mixed – White and Black African	
Black or Black British – African		Mixed – White and Asian	
Other Black Background		Other Mixed Background	
Asian or Asian British – Indian		Arab	
Asian or Asian British – Pakistani		Other Ethnic Background	
Asian or Asian British – Bangladeshi		Not Known	
Chinese		Prefer Not To Say	
<p>As part of this application, we have collected data regarding ethnicity, disability and health and social care status for monitoring equality of opportunity under the Equality Act 2010. I am happy for this information to also be used for evaluation and monitoring purposes.</p>			<p>Yes / No (delete as appropriate)</p>
<p>Does the pupil currently intend to go to University? Yes / No / Not Sure (delete as appropriate)</p>			