

## Information for students

### Higher education activities and the NCOP programme

Higher education outreach activities are aimed at showing students the higher education opportunities available at college and university, and how completing a higher education course can benefit their job prospects. The activities may also improve students' attainment. The activities are being run by HEPPSY, HEPP, Sheffield Hallam University and, The University of Sheffield and other approved partners.

The National Collaborative Outreach Programme's (NCOP) aim is to increase the number of young people progressing to university and higher education by 2020. The HEPPSY team and their partners<sup>1</sup> are being funded by HEFCE to undertake outreach activities with some young people at your school/college to let them know about the benefits of going into higher education. You may have the opportunity to take part in activities such as university campus visits, summer schools, finance workshops and other HE opportunities.

### Why do we need to collect data and evaluate higher education activities?

To make sure the activities we provide are useful and effective for young people, we need to gather certain information which we use purely for research and evaluation purposes. Under data protection law we are able to process this data because the activities are carried out in the public interest. It is also important to prove that what we do is working. We must:

1. ensure that the activities we offer are appropriate
2. identify the most effective activities and best practice
3. measure the impact of our activities

### Collecting individual information

We will ask your school/college to provide information about all of the young people in the school. We collect this information to enable us to track individual young people over time, and find out whether or not they eventually apply to any form of higher education. If you do not take part in any activity from members of the partnership, your data will be confidentially deleted at the end of the academic year. The types of data we collect are outlined below:

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<sup>1</sup> Sheffield Hallam University (SHU), the University of Sheffield (TUoS) and the Higher Education Progression Partnership (HEPP).

Full Name	Ethnicity	If 1st generation of Higher Education
Date of Birth	Disability	Pupil premium status
Postcode	Looked after child/ Care leaver status	Free school meals status
Unique Learner ID	Young Carer status	Estranged status
Gender	Attainment data	

## Data protection

Data will be processed in accordance with the Data Protection Act 1998 and from May 2018 the General Data Protection Regulation. NCOP is a collaborative programme. This information may be shared with Sheffield Hallam University (SHU), The University of Sheffield (TUoS) and the Higher Education Progression Partnership (HEPP). However, HEPPSY and its partners will not release individual information to anyone who is unauthorised. More details about this can be found on Sheffield Hallam University and The University of Sheffield websites:

<http://www.shu.ac.uk/university/visit/schoolsliaison/data.html>

<https://www.sheffield.ac.uk/outreach/data>

All data will be stored securely and any reporting will be done so through collated data, meaning that individual students will not be identifiable. You have the right to opt out of sharing your data, or to request for your data to be removed from our system (please contact Lucy Clague).

## Questionnaires

As part of the NCOP evaluation, we will ask a selection of students to complete a short questionnaire in the autumn term. The questionnaire is designed to collect information about your knowledge and attitude towards university/higher education. We will run the survey once a year so that we can capture any changes over time. Your participation is entirely voluntary.

## Contact us:

In the meantime, if you have any questions about the data and evaluation elements of the HEPPSY programme, a query or complaint about the use of your data or there is anything that you do not understand, please contact:

Lucy Clague  
 Evaluation and Data Manager  
 HEPPSY  
 0114 225 3052  
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Chief Executive: Martyn Oliver  
Chief Executive Principal, Secondary: Julie Slater

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### Consent Form

I confirm that I have read and understood the information sheet above and I can also confirm that the Academy can share my data as detailed in the letter with HEPPSY.

Student name: \_\_\_\_\_

Academy: \_\_\_\_\_

Year group: \_\_\_\_\_

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

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