

## DESTINATION TRACKING CONSENT FORM

Manchester Metropolitan University (**MMU**) runs a range of activities to help increase the number of students making the choice of progressing onto higher education. The University is expected to evaluate this work to demonstrate the impact it is having.

### In order to evaluate these activities:

1. We will ask for your name, date of birth, the school you attend, your home postcode and the 1<sup>st</sup> line of your address. This is in case you do not know your full postcode. We will not be using this information for marketing purposes. On other forms, you will also have an opportunity to give us feedback on how you feel about the activities you get involved with.
2. Whoever is leading the activity you are attending will be collecting the data (that organisation may be one of the education institutions listed overleaf) and this will be passed on to the widening participation team. The information will be collected using a number of evaluation methods, the main one being through questionnaires.
3. The University will retain a copy of this form for a period of twelve months.

### Sharing with the Higher Education Access Tracking Service

4. All of the information you submit will be stored with the Higher Education Access Tracking (**HEAT**) service provided by the University of Kent and any contracted third party managing that database service.
5. When your data is information on HEAT, it will be shared with public bodies such as the Higher Education Statistics Agency (**HESA**), the Higher Education Funding Council for England (**HEFCE**), the Department for Education (**DfE**), **UCAS** and the Office for Fair Access (**OFFA**). These bodies will share data with HEAT about your progression into education and employment.
6. Your information is shared with the public bodies above so that the HEAT service is allowed to monitor and evaluate your progression to further education, higher education and/or on into employment. In order to do this, your information will be stored on the HEAT service until you reach 30 years of age OR if you go to University in this time for 15 years after you graduate from University.

### Sharing with Greater Manchester Higher Programme

7. Greater Manchester Higher (GMH) is a programme run by Universities and Further Education Colleges in the Greater Manchester area to help increase the number of students making the choice of progressing onto higher education in areas where there participating in Higher Education is statistically lower. The Programme is led by the Manchester Metropolitan University and its members include the education members listed overleaf.
8. If your [postcode is a GMH target postcode your data will be shared with the GMH Programme](#). The members of the GMH Programme (the 17 education institutions listed overleaf) may share all of the information you submit with the other members.
9. The GMH members will share this information in order to evaluate the effectiveness and feedback on the outreach activities delivered by the GMH Programme. The GMH members will retain a copy of this form for a period of twelve months. Where it is then recorded electronically, they will share this with the GMH Programme and then securely destroy the data within one month of the transfer.
10. GMH will also share your information with the Higher Education Tracking as described in paragraphs 4 to 6.

### Data Protection Information

**MMU** are the **Data Controller** in respect of the personal data you submit on this form and your evaluation feedback. The University relies on your consent to process your personal data for the purpose stated above. You have a range of rights in relation to your personal data including the right of access and to request deletion, amendments and that we stop using your data for a particular purpose. If you want to exercise these rights or wish to speak to us for any other reason about your personal data please contact us at:



schoolsoutreach@mmu.ac.uk. The Data Protection Officer for Manchester Metropolitan University can also be contacted via: legal@mmu.ac.uk. Finally, you have the right to make a complaint about the way your personal data has been used with the Information Commissioner's Office: <https://ico.org.uk/global/contact-us/>. The GMH Programme members can be contacted through [gmhigher@mmu.ac.uk](mailto:gmhigher@mmu.ac.uk) address and the Data Protection Officer for the Programme Lead Partner can be contacted via: legal@mmu.ac.uk.

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I consent to my personal data being used as stated above

**Print name (CAPITALS):**..... **Your Date of Birth:**    /    /

**School/College you currently attend:** ..... **Year Group:** .....

**Your Home Postcode:** .....  
(the first line of your address if you don't know your postcode)

**Signed:** ..... **Date:**    /    /

### List of organisations we will share your data with

**MMU** may also share your data with third parties; including

- The Higher Education Access Tracking (**HEAT**) service, who monitor and evaluate outreach activity by Higher Education providers. This will apply to **HEAT** storing your data or to any third party organisation that they may use to manage their database.
- **HEAT** may in turn share your data, for research purposes only, with organisations who have an official right to process educational data. This may include Government departments or agencies such as:
  - Higher Education Statistics Agency (**HESA**), The Office for Fair Access (**OFFA**), The Department for Education (**DfE**), The Higher Education Funding Council for England (**HEFCE**)
  - Or Non-government organisations such as **UCAS** (application system for University/HE)

These bodies will share data with HEAT about your progression into education and employment.

### List of organisations who **GMH** will share your data with

**GMH** may also share your data with third parties; including organisation with whom we may have worked with to organise **GMH** activities or research.

- **GMH partners**

Ashton Sixth Form College	Manchester Metropolitan University
University of Bolton	Royal Northern College of Music
Bolton College	University of Salford
Bury College	Salford City College
Holy Cross 6 <sup>th</sup> Form College	Stockport College
Hopwood Hall College	Tameside College
University of Manchester	Trafford College
The Manchester College	University Campus Oldham
	Wigan and Leigh College

- cfe Research who will be carrying out a full national evaluation of NCOP
- The Higher Education Access Tracking (**HEAT**) service, who monitor and evaluate outreach activity by Higher Education providers. This will apply to **HEAT** storing your data or to any third party organisation that they may use to manage their database.
- **HEAT** may in turn share your data, for research purposes only, with organisations who have an official right to process educational data. This may include Government departments or agencies such as:
  - Higher Education Statistics Agency (**HESA**) or
  - Non-government organisations such as **UCAS** (application system for University/HE)

- **National Collaborative Outreach Programme**

- The overarching aim of NCOP is to increase the number of young people from disadvantaged backgrounds by 2020. Further information about NCOP can be accessed here:  
<http://www.hefce.ac.uk/sas/ncop/>