



Central Outreach Team  
 University of Essex  
 Wivenhoe Park  
 Colchester  
 Essex  
 CO4 3SQ

Dear Parent/Carer/Guardian,

**RE: Higher Education Taster Day**

You and your young person are invited to attend a Higher Education Taster Day at the University of Essex Colchester Campus. This event is suitable for years 9-13 students and their parents/carers/guardians.

The event aims to raise students' aspirations, increase their confidence overall, and help them to make informed decisions about their next steps. It'll also offer the opportunity for parents/carers/guardians to increase their knowledge and confidence in supporting their young person to progress to higher education.

The day will include the following:

- A full programme of activity at the University of Essex Colchester Campus
- Subject taster on 'What makes a superhero?' delivered by Dr Miriam Kent, Lecturer in Film Studies
- Advice and guidance from the Accessibility and Well-being team with the opportunity to ask questions
- An opportunity to ask University of Essex students questions during a student panel
- Lunch on us! – we'll provide a delicious lunch to enjoy with views of our beautiful campus.

There are no costs associated with this event and travel costs will be reimbursed. If your young person would like to attend independently, then please get in touch and we will organise suitable travel arrangements.

To book a place on behalf of a young person or to attend with them, please complete our online consent form. You should have received the link with this letter. Please contact [outreach@essex.ac.uk](mailto:outreach@essex.ac.uk) if you need support completing the online form.

The Outreach team have asked the school to share participating students' details. You can find out more about what this means below.

<p><b>What information are you collecting about my child?</b>          Their name, date of birth, postcode, and the name of the school they currently attend.</p>
<p><b>Why do you want their information?</b>          To enable the University of Essex to evidence the value of the Outreach work we do, the information will be used for monitoring, evaluation and research purposes. This will help us to maintain our funding and continue working with local schools and colleges.</p>
<p><b>What will you do with their information?</b>          Their details will be added to Higher Education Access Tracker database (HEAT). This system is used nationally and will help them to establish the success of their activities by tracking pupils to find out if they go on to study at university.</p>
<p><b>Will their information be safe?</b>          Yes! This data will be stored securely on the HEAT database in accordance with data protection legislation and our responsibilities to look after personal information. Anonymised data may be shared with authorised organisations such as the Higher Education Funding Council to monitor progression. The information will <u>not</u> be used for marketing purposes.</p>
<p><b>Does my child have to share their data in order to take part?</b>          Absolutely not! It would be really helpful to obtain this information but if they don't want to share it then they don't have to. They can still participate in the activities.</p>

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**How long will you keep my child's data for?**

Data will be stored for up to 10 years after eligibility to progress to Higher Education (e.g. from 18 years old). If a student progresses to Higher Education within these 10 years, the data will be stored for 10 years thereafter.

**What happens if they share their details but then change their mind?**

No problem. They can email [outreach@essex.ac.uk](mailto:outreach@essex.ac.uk) at any time and their details will be removed from the database immediately.

If you would like any further information please do feel free to contact the Outreach team directly at [outreach@essex.ac.uk](mailto:outreach@essex.ac.uk).

Kindest regards

Katie Caplehorn Hare  
Outreach Assistant

