

## **Privacy Notice** **(DO NOT DETACH)**

### **Why am I receiving this questionnaire?**

Your school is part of the Kent and Medway Progression Federation. You can read about KMPF at: [www.kmpf.org](http://www.kmpf.org)

Your school works closely with local universities and colleges. You have been invited by your school to take part in activities that will help you understand what it is like to study a higher education course at a university or college. Higher education level courses are after A level, IB, BTEC and NVQ3. There are no right or wrong answers to these questions and we'd like to know what you think to help us with research.

### **Who are KMPF?**

KMPF is a partnership between Canterbury Christ Church University, the University of Kent and over 40 schools in Kent and Medway. Canterbury Christ Church University looks after your personal data.

### **How do you use my data?**

We store your data on a database called HEAT (Higher Education Access Tracker). You can read about it here: [www.heat.ac.uk](http://www.heat.ac.uk). We use the information you provide to follow your progress through education.

The HEAT database is kept on safe computer systems. Only people with the correct level of permission can view your information on the database. You can read about how we look after your data here: [www.canterbury.ac.uk/privacy/universitypolicy](http://www.canterbury.ac.uk/privacy/universitypolicy)

### **How long will you keep my data?**

We will keep your data for a long time. This is between 15 and 20 years. We need it for this time so that we can see if you decide to go to university in the future. You can ask us to stop processing your data at any time. You can email [office@kmpf.org](mailto:office@kmpf.org) or write to: Kent and Medway Progression Federation, North Holmes Road, Canterbury, CT1 1QU.

### **Will anyone else use my data?**

Yes. We share your data with KMPF partners who use the HEAT database. KMPF has to agree who can use your data on HEAT. We may share your data with people who provide us with a service. We only use people we can trust.

We may share the data for research and monitoring purposes with other institutions. These include the Office for Students (OfS), Higher Education Statistics Agency (HESA) and the University and Colleges Admissions Service (UCAS). You can read more here: [www.heat.ac.uk](http://www.heat.ac.uk)

### **Why do you use my data?**

We use your data to do something that the law allows us to do. This is in the public interest or so that Canterbury Christ Church University can do its official job. The Higher Education and Research Act 2017 asks us to help people who might not think about going to university and who are from groups who are under-represented.

Each year Canterbury Christ Church University agrees an Access and Participation Plan with the Office for Students. We use your data to understand how well this plan has worked.

### **Can I stop taking part in the research?**

You can stop taking part in the research at any time. If you decide not to take part; tell your school, send an email to [office@kmpf.org](mailto:office@kmpf.org) or write to Kent and Medway Progression Federation, North Holmes Road, Canterbury, CT1 1QU. We will then stop using your data.

### **How can I find out more about how you use my data?**

You can read KMPF's Data Protection and Information Sharing Policy in full at [www.kmpf.org/go/dataprotection](http://www.kmpf.org/go/dataprotection)

### **Is there anything else I should know?**

You can ask for a copy of the data we hold about you. To do this you can write to: Kent and Medway Progression Federation, North Holmes Road, Canterbury, CT1 1QU.

If you have any other questions, you can write to us at the same address or email [office@kmpf.org](mailto:office@kmpf.org)

You can complain if you are unhappy about how your data is used. You can find more information about how to do this here: [www.kmpf.org/go/dataprotection](http://www.kmpf.org/go/dataprotection)

**DO NOT DETACH THIS PRIVACY NOTICE FROM PAGES 2 AND 3 OF THIS DOCUMENT**

SCHOOL NAME

## Information about you

First Name		Surname	
Date of Birth		Home Postcode	
Year Group		Gender	

1. Have any of your immediate family studied at university? Please circle answer beside each relative.

**Mother** Yes / No / Not sure      **Father** Yes / No / Not Sure      **Brother / Sister** Yes / No / Not Sure

2. What do you plan to do when you finish school? Please tick all that you are considering.

**University**       **Find a job**       **Go to college**       **Other** (please specify below)

Other: \_\_\_\_\_

## Statements about Higher Education

3. Please tick the box to indicate whether you believe the following statements to be true or false

	True	False	Don't know
You can only get into Higher Education with A Level qualifications			
A degree is the only qualification level you can study in Higher Education			
Students in Higher Education may be eligible for scholarships to help with university fees			
Students in Higher Education can get help with living expenses			
People with Higher Education qualifications are more likely to get better jobs			
You can study part-time in Higher Education			

4. How much do you think you know about studying at university generally? Please circle below.

I know a lot      I know quite a bit      I know a little      I know very little      Nothing

## Your future

5. How likely do you think it is that you will ever apply to go to university to do a degree? Please circle.

Very likely      Fairly likely      Not very likely      Not at all likely

6. How likely do you think it is that if you do apply to study at university that you will get in? Please circle.

Very likely      Fairly likely      Not very likely      Not at all likely

7. Please select the reasons below that make you want to go to university. Please tick all that affect you

I need a degree for a particular career	
I want a well-paid job	
I want to gain life experience	
Other reason. Please add below	

I want to study something enjoyable	
I enjoyed an event hosted by a university	
I want independence	

Other: \_\_\_\_\_

8. Please select the reasons that would put you off applying to university. Please tick all that affect you.

Cost	
I might not get the grades	
I'm worried I won't fit in	
I'll miss my family/friends	
I don't know anyone else who has been to university	
I can't leave home because of caring responsibilities	

I have a disability that might affect my progress	
I don't know what I want to do in the future	
I wouldn't have the support of my family	
I can get the same qualification another way	
I don't know enough about applying	
Other reason. Please add below.	

Other: \_\_\_\_\_

9. Do you know what job you would like to do?

Yes - please describe below  No

10. What is your ethnic group? Please tick the box below to indicate your cultural background.

White – British	
White – Irish	
Gypsy or Traveller	
Any other White background. Add below	
Asian or Asian British – Bangladeshi	
Asian or Asian British – Indian	
Asian or Asian British – Pakistani	
Any other Asian background. Add below	
Chinese	
Arab	

Black or Black British – African	
Black or Black British – Caribbean	
Any other Black background. Add below	
Mixed – White and Black African	
Mixed – White and Black Caribbean	
Mixed – White and Asian	
Any other mixed background. Add below	
Any other ethnic background. Add below	
Prefer not to say	

Other: \_\_\_\_\_

11. Do you consider yourself to have a disability? Please tick all those that apply.

A physical impairment or mobility difficulties	
A specific learning difficulty e.g. dyslexia	
Blind or serious visual impairment (not corrected by glasses)	
Deaf or serious hearing impairment	
A mental health condition	

A social or communication impairment: Asperger's Syndrome or other Autism Spectrum disorders	
A disability, impairment or medical condition that is not listed. Please specify below	
Prefer not to say	
I don't have a disability	

Other: \_\_\_\_\_

All completed baseline forms should be posted using a tracked service to: Rebecca Houlding, Finance, Communications and Operations Manager, Kent and Medway Progression Federation, Canterbury Christ Church University, North Holmes Road, Canterbury, CT1 1QU.

To find out more about the work that KMPF does, how to select students to take part in outreach activities, to access printable copies of KMPF baseline forms and more information and resources relating to how to complete a baseline form, please visit [www.kmpf.org/go/baselines](http://www.kmpf.org/go/baselines)

You can also complete KMPF baseline forms online. Please email [office@kmpf.org](mailto:office@kmpf.org) for more information.

**PLEASE ENSURE THE PRIVACY NOTICE ON PAGE 1 IS ATTACHED TO PAGE 2 AND 3 OF THIS DOCUMENT**