

Heathlands Primary Academy & Pre-School
Andrews Close
Springwater Road
Bournemouth
Dorset
BH118HB



30th April 2026

Dear Parents/Guardians of Year four,

On Wednesday 6th May, your child and their class will be given an amazing opportunity to participate in Bournemouth University's Animation Creation Workshop, a **free** 2-hour interactive workshop run at school.

The workshop involves pupils working in small teams to create their own short stories using stop-motion animation. The workshop explains the animation process and how different types of animation are created. It will also promote literacy skills, encouraging pupils to consider what makes a successful story and how they can utilise scripts/storyboards to create their final animation. We will also discuss links to future careers in the creative industries.

As part of this free activity, Bournemouth University is asking you to fill out the data collection form attached to this letter. The data is collected to be able to track the educational journey of the young people that Bournemouth University work with. We would be grateful if you could complete the form and return it to school by **Wednesday 6th May**.

The HEAT Information Notice attached provides a full data privacy statement explaining what data is collected, why, and what it will be used for.

We are very much looking forward to becoming animators!

Kind regards,

Mr. Blackhurst

Year 4 Class Teacher



Bournemouth University

UK Student Recruitment, Outreach & Events

Student Recruitment & Outreach Team

Data collection form (Parent/Carer)

Use of your child's information

Bournemouth University undertakes various outreach activities with schools, colleges and communities across the UK to inform individuals about higher education and help support those who want to go to university to do so. We would be grateful if you could fill in this form about your child to enable Bournemouth University to monitor the effectiveness of our activities. If you have more than one child that is participating in our outreach activities, please complete separate forms for each. You do not need to complete this form for your child/children to take part in our outreach activities.

Before you start, please read the accompanying HEAT Information Notice for information about how the details you provide will be used. We will assume you have read this notice if you fill in this form.

Please complete this form in BLOCK CAPITALS.

Your child's personal details

Please write their name in full e.g. how it would appear on their birth certificate or passport

First name: _____

Middle name: _____

Surname: _____

Name of their school: _____

Date of birth: / /
(DD) (MM) (YYYY)

Home postcode: _____

Sex (please tick): Male Female Prefer not to say Other

Other information about your child

Is your child a young carer? (please tick) Yes No

Do they have 'adult-like' caring responsibilities for a sick or disabled family member?

Is your child currently being looked after by the local authority (in care)? (please tick) Yes No

Has your child previously been looked after by the local authority (in care)? (please tick) Yes No

Are they, or have they been, in foster care or other local authority care for 3 months or more? This can include being looked after by another family member where this has been arranged with the local authority.

Is your child eligible for Free School Meals? (please tick) Yes No
Please tick 'yes' if they are eligible, even if they don't currently receive Free School Meals.

Are they a Service Child? (please tick) Yes No
Is one of their parents/carers in the Armed Services?

What is your child's ethnic group? (please tick)

White

- White - British White - Irish White - Scottish Gypsy
 Irish Traveller Other White background

Black / Black British

- Black or Black British-Caribbean Black or Black British-African Other Black background

Asian / Asian British

- Indian Pakistani Bangladeshi
 Chinese Arab Other Asian background

Mixed Ethnic background

- Mixed - White and Asian Mixed - White and Black African Mixed - White and Black Caribbean Other Mixed background

Other ethnic background

- Other ethnic background

Does your child have any disabilities or special educational needs (SEN)? (please tick)

- No, he/she doesn't have any known disabilities or special educational needs (SEN) Yes, he/she has known disabilities or special educational needs (SEN)

If yes, please briefly describe their disability and/or special educational needs (SEN):

Please sign and date to confirm that you have parental/caring responsibility for the child named on this form

Signature: _____ **Date:** _____

Please print your name: _____

Thank you for taking the time to complete this form. Please return it to your child's school who will pass it on to Bournemouth University.

Higher Education Access Tracker (HEAT) Information Notice for parents / carers

Why are we collecting data about your child?

Bournemouth University's work with schools is funded by the Government and aims to increase the number of young people from different backgrounds going into university. Using the Higher Education Access Tracker service, a national service used by over 80 universities, we are able to track students' progression from school into university. This in turn helps us to show the effect of our activities so we can continue to offer free activities to your child's school. **If you don't want your data to be used for the purposes described in this Notice, you don't have to complete and return the form. Your child will still be able to take part in the activities we are offering.**

Under data protection law we are able to process the information requested in the HEAT Data Collection Form because it is necessary for a task carried out in the public interest. Where the information is special category information (such as information about ethnicity or health) we have a duty in the substantial public interest to process such information for monitoring and evaluation purposes based on the requirement to widen participation in higher education.

We may use some of the data in research, reports and publications anonymously – we will **NEVER** publish your child's name or personal details or write about them in a way that they could be identified from the data.

Why do we ask for your postcode?

Don't worry; we won't pass your details to marketing companies! The number of young people going to university varies by area and we measure this because the Government wants more young people from certain postcode areas to go to university.

Why are we asking about gender, disabilities and ethnicities?

People in some groups are less likely to go to university than others. Some examples are young people whose parents didn't go to university, young people with disabilities and special educational needs, young white and black boys and young people in care. We particularly want people from these groups to take part in our outreach activities. Having this information from you helps us to find out how many young people from these groups go to university.

What will we do with the information?

We take the collection and use of personal data very seriously. The information that you give in the HEAT Data Collection Form will be used and stored in accordance with the General Data Protection Regulation and the Data Protection Act 2018. It will be stored on a secure database (the Higher Education Access Tracker) and used by Bournemouth University to track whether your child eventually goes to university.

Who else will see this data?

Some members of staff at Bournemouth University will see this data in order to carry out their job. We will also share the data with the Higher Education Access Tracker Service and other authorised organisations that they work with. This data is **ONLY** used for monitoring and evaluation purposes to help assess the effectiveness of our activities and the data will not be used in a way that could affect your child.

Authorised organisations are:

The Higher Education Statistics Agency (HESA)

- The Office for Students (OfS)
- The Department for Education (DfE)
- The Universities and Colleges Admissions Service (UCAS)
- Local authorities

Further information about how HESA uses student data is available here:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

How long will we keep the data?

As this is about tracking to see whether the people who take part in our activities end up going to university, we will keep the data until your child is 30 or, if they enter into higher education, for 15 years after their graduation. After this time has been reached, their data will be anonymised in bulk at the beginning of the next academic year.

What to do if you have questions or questions about our use of your/your child's data

You have a number of rights under data protection law in relation to the data we hold about you and/or your child. These include the right to:

- request access to the data held about you and/or your child (a subject access request)
- correct errors in such data
- request such data is removed from our system
- place restrictions on how we process such data

If you have any questions or concerns, or would like to exercise any of your rights as outlined above, please contact our Data Protection Officer (DPO) by emailing dpo@bournemouth.ac.uk or calling 01202 962472. You can write to them at: Poole House, Bournemouth University, Fern Barrow, Poole, BH12 5BB.

You can also visit the Data Protection page on our website:

<https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy>

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However, if you have concerns about our data processing or consider that we have failed to comply with the data protection laws then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner. You can report a complaint online at <https://ico.org.uk/concerns> or call 0303 123 113 or write to them at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

4th Floor Studland House,
12 Christchurch Road,
Bournemouth, BH1 3NA
United Kingdom

01202 963 999
outreach@bournemouth.ac.uk
www.bournemouth.ac.uk/outreach

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