



University of East Anglia

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Dear Student

Year 9, 10 & 11

As you may be aware, the University of East Anglia's (UEA) Outreach and Widening Participation teams (and Network for East Anglian Collaborative Outreach, neaco) work with schools and colleges across Norfolk and Suffolk to raise knowledge of, and aspiration towards, Higher Education.

To monitor and evaluate the impact of our work, your school/college will share limited personal information about you with us. In order to ensure we only hold data about those who do not object to UEA using their information in the ways outlined, you can ask us at any time not to use your data. To do so please contact outreach@uea.ac.uk.

UEA takes its obligations towards data protection seriously and will only ever use the information that you give us in accordance with UK data protection law.

This letter is for information only. For full details on what information is shared and how it is used, watch our videos at <https://outreach.uea.ac.uk/data-collection> or search for UEA Outreach Privacy Notice online. If you would like a printed copy of this notice, please email outreach@uea.ac.uk and we will be happy to supply one.

Evaluating our activities

To check that our activities are meeting their stated aims, we'll be assessing the impact of the activities we offer this year. Usually, we'll do this through short surveys that we'll ask you to complete at the beginning and/or end of the activity. These questions will always be related to the aims of the activity and will typically only look at changes in understanding and knowledge of higher education, and skills development.

You are not required to complete the evaluation surveys to take part in our Outreach activities. However, survey responses help us to continually improve the activities offered so that they have the best chance of leading to strong positive outcomes for the students that take part.

To say thank you for completing our surveys, you may be offered the opportunity to enter a prize draw to win an online voucher, usually to the value of £25. Prize draw entry is optional. Occasionally, we may offer a guaranteed voucher if you complete all the surveys associated with a particular project. This is usually to the value of £5-10. We will ask for your email address in both instances.

If you take part, you may change your mind and tell us not to use your responses. You need to do this by contacting us within 3 weeks of completing any survey - details on how to do so will be provided when you take part.

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For some activities, we may use evaluation techniques other than surveys – for example, we might discuss the activity with you in school or college, or online with your peers.

We won't keep responses collected for longer than is needed for our long-term evaluation. Your individual response data will only be accessed by members of our Outreach Team and other people working on widening access and participation at UEA. All publications, reports, conference presentations and marketing materials generated from your responses will be anonymised.

Opting out of the evaluation

If you do not want to participate in the evaluation related to our Outreach activity this school year, you can opt-out at any time by contacting us at outreach@uea.ac.uk

You may have already taken part in some evaluations related to our Outreach activity this year. If you opt-out of evaluation, we will not undertake any further analysis of submitted responses, and where possible remove your responses. Sometimes it is not possible to remove responses – for example with anonymous evaluation.

For projects where the evaluation is embedded within an activity, for example, responding to questions as part of the session, if you've chosen to opt-out, you will still get the opportunity to participate similar to your classmates. If you do not opt-out, and you take part in an Outreach activity, you will be provided with the option to complete the evaluation. You can still choose not to complete these at this stage.

Opting-out of the evaluation will not have any impact on whether or not you take part in our Outreach activity. However, we will remove your responses before the data is processed and you will not be entered into the prize draw / eligible for a voucher. You will still also be given the option to participate in anonymous evaluations.

If you're not sure and would like further information about our evaluations, or the opt-out process, you can get in touch here: outreach@uea.ac.uk

If you would like to make a complaint about these evaluations, please contact Dr Kate Russell, Chair of the University Research Ethics Committee at UEA, on Kate.Russell@uea.ac.uk and Becky Price, Director of Student and Graduate Success at UEA, on rebecca.price@uea.ac.uk.

We will look forward to continuing our work with you.

Yours faithfully

Scott Knight

Head of Outreach