

# FutureMe Year 10 Residential Application Form

7th - 9th April 2020

Congratulations, your potential to progress to higher education has been recognised! Therefore, we would like to invite you to apply for a place on the FutureMe Residential programme. This three day, two night residential event will offer you the opportunity to experience the life of a higher education student through academic, team building and social activities taking place across several partner universities and colleges in the North East.

The residential is entirely free of charge, including accommodation, meals, activities and transport. Accommodation will be provided at Durham University and participants will be transported to other host higher education institutions over the course of the three days.

**To apply for a place on the residential, please complete this application form and return it by the deadline of Wednesday 11th December 2019 to:**

- ▶ Lucy Busfield,  
North East Collaborative Outreach Programme,  
Printworks Building,  
Teesside University,  
Middlesbrough,  
TS1 3BA

***If you have any questions, please contact us via email: [info@futureme.ac.uk](mailto:info@futureme.ac.uk) or by telephone: 01642 738614.***



# Section 1: About You

First name:		Surname:	
Home address:			
Home postcode:			
Date of birth:			
Gender:		Pronouns (e.g. he/she/they):	
Phone number:		Email address:	
School:			
Year group			

Why would you like to take part in the FutureMe Residential?  
*(Please explain in no more than 250 words):*



We would also like you to tell us your thoughts and current knowledge about higher education. In your own words, please could you let us know:

What do you think the benefits of higher education are?	
Where do you think you could study higher education?	
Do you think that higher education would open up opportunities for you? (Please circle)	
Yes	No
What grades do you think you would need to get at GCSE to progress to higher education?	
What financial support do you think is available to study higher education?	
What do you think a good application for a job opportunity or higher education course should include? (Circle any that apply)	
An ability to work and think independently	How much I expect to earn
A positive attitude towards work/study	My ability to take perfect selfies every time
What skills do you think you are developing now that could help you succeed in higher education?	

# Section 2: Parent/Carer Consent

First name:		Surname:	
Home address:			
Home postcode:			
Relationship to young person:			
Phone number:		Email address:	

*Should they be selected, I give permission for my child to participate in the FutureMe residential programme (7th - 9th April 2020).*

Signature		Date	
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# Section 3: School Supporting Statement

This section should be completed by a teacher, or other school staff member, who knows you and would be happy to recommend you for this programme (e.g. form tutor, school FutureMe contact).

School contact name:		School	
Job title:			
Phone number:		Email address	

Please tell us why you are recommending this young person to take part in the  
FutureMe Residential  
(Please explain in no more than 250 words):



Signature

Date

Please see our privacy notice for students and parents/carers for information about how we manage your data.

We will destroy all applications from those students who are not offered a place on the programme.

Paper copies of our Privacy Notices have been attached to this form and are also available on our website at <https://futureme.ac.uk/about/data-protection>.

Should you have any queries or concerns about how we manage your information, please contact us at **0191 208 3539** or [info@futureme.ac.uk](mailto:info@futureme.ac.uk).



**futureme**

North East Collaborative Outreach Programme



Part of the  
**National Collaborative  
Outreach Programme**

# NECOP Residential Student Privacy Notice

## Who are we?

The North East Collaborative Outreach Programme (NECOP) is a group of all of the universities and colleges<sup>1</sup> in the North East of England working together to support young people to think about their futures and how higher education can help them reach their goals. FutureMe is the name of the activities that we offer to students. Newcastle University is the lead university for NECOP and are the data controller. This means that they are responsible for all of the information we collect.

## Why are we collecting your information?

We have to collect some information about you to help us plan activities, for research purposes and to monitor how useful these activities are so that we can improve the FutureMe programme. We are given funding by a government organisation called the Office for Students<sup>2</sup> so we have to prove that the money they give us is helping young people to progress to higher education and is making an impact. We believe that the work we are doing to support young people to progress to higher education is in the public interest and that is why we collect your data.

We also collect your permission to take photographs at the event and to use these photographs to promote the FutureMe programme. We will only use these photographs if you give us your consent.

Should we have any concerns about your welfare, we have a legal obligation to share your information.

## What information are we collecting?

We will be collecting your:

- Name
- Date of birth
- Address
- Year Group
- School name
- Gender and pronouns
- Phone number
- Email address
- Medical and dietary information
- Emergency contact details
- Photo consent
- Surveys about how useful you found the activity or your opinions and knowledge about higher education

<sup>1</sup> NECOP is a collaboration between Bishop Auckland College, City of Sunderland College, Darlington College, Derwentside College, Durham University, East Durham College, Gateshead College, Hartlepool College of Further Education, Queen Elizabeth Sixth Form College, Middlesbrough College, New College Durham, Newcastle College, Newcastle University, Northumbria University, Prior Purglove and Stockton Sixth Form College, Stockton Riverside College, Teesside University, The Northern School of Art, Tyne Coast College, and University of Sunderland.

<sup>2</sup> FutureMe is part of the National Collaborative Outreach Programme. You can find out more details about the national programme at: <http://www.officeforstudents.org.uk>

## How are we collecting your data?

We ask you to complete an application form for the NECOP Residential programme and, should you be selected to participate, we will gather further information directly from you. We will process your information at Teesside University in order to run the Residential and it will then be securely transferred and stored at Newcastle University. We will keep your information for no longer than 10 years following the close of the NECOP project, at which point we will anonymise your data so you will not be identifiable.

## Who will it be shared with?

- We will be sharing your data on an online system called the Higher Education Access Tracker (HEAT). This system matches your information with other sources<sup>3</sup> in order to check if you go on to higher education.
- We may also share your data with the Office for Students and agencies who carry out research and evaluation to check how useful FutureMe is in supporting young people to progress to higher education<sup>4</sup>.
- We will share your information with our partner institutions so that we can administer the programme and report on how effective the programme was.
- If we have any concerns about your welfare, we have a legal obligation to share your information with government agencies.

We require all those who we share your information with to protect it and to only use it as we have agreed.

## Will this have an impact on me?

There will be no impact on you individually or any decisions you make about your future. You will never be individually identified in any reports we write.

## What are my rights?

- You can request to look at the information we hold about you. You can do this by visiting <http://www.ncl.ac.uk/data.protection/accessyourpersonaldata> or by contacting us using the details below.
- You can request that we change your information to make sure it is correct. Please let us know if at any time your personal information changes.
- We ask for your consent to use your photograph to promote FutureMe. If you do give your consent, you can change your mind at any point by contacting the NECOP Team at the contact details below.

<sup>3</sup> HEAT match your data with data held by Higher Education Statistics Agency (HESA), Department for Education (DfE), Education and Skills Funding Agency (ESFA), and the Universities and Colleges Admissions Service (UCAS).

<sup>4</sup> Research is currently being conducted by CFE Research, Centre for Transforming Access and Student Outcomes in Higher Education (TASO), and University of Exeter's Centre for Social Mobility.

We do not charge for any of the above and we will do our best to respond to all requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will contact you and keep you updated.

## How can I contact you about my data?

You can reach the FutureMe Central Team by telephone at **0191 208 3539** or via email to [info@futureme.ac.uk](mailto:info@futureme.ac.uk). Our postal address is The University of Newcastle upon Tyne, King's Gate, Newcastle upon Tyne, NE1 7RU.

If you have any concerns about your information, you can contact our Data Protection Officer at: [www.ncl.ac.uk/data.protection](http://www.ncl.ac.uk/data.protection).

Our privacy policy will be updated from time to time and was last updated in September 2019.

# NECOP Residential Parent/Carer Privacy Notice

## Who are we?

The North East Collaborative Outreach Programme (NECOP) is a group of all of the universities and colleges<sup>1</sup> in the North East of England working together to support young people to think about their futures and how higher education can help them reach their goals. FutureMe is the name of the activities that we offer to students. Newcastle University is the lead university for NECOP and are the data controller. This means that they are responsible for all of the information we collect.

## Why are we collecting your information?

We have to collect some information about you to help us plan and run our activities that the young people you have responsibility for attend. If you attend one of our on-campus events, we will gather some health information so that we can ensure we can make any reasonable adjustments to allow you to fully participate in the event. We may also gather some survey information about how useful you felt the programme was so that we can evaluate how impactful the activity is and how we can improve it for future cohorts. As per data protection laws, we have to have a legal basis for collecting your information. We believe that the work we are doing to support young people to progress to higher education is in the public interest and that is why we collect your data.

In an emergency or safeguarding situation, we may need to share your data and would do this on the basis of legal obligation.

## What information are we collecting?

We will be collecting your:

- Name
- Address
- Phone number/email address
- Your relationship to the young person
- Any special requirements you might have
- Surveys about how useful you found the activity

## What information are we collecting?

We ask you to complete a section on the application form for the NECOP Residential and, should your young person be selected to participate, we will gather further information as the programme progresses directly from you. We will process your information at Teesside University in order to run the Residential and it will then be securely transferred and stored at Newcastle University. We will keep your information for no longer than 10 years following the close of the NECOP project.

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## Who will it be shared with?

- We may share your information with our partner institutions so that we can administer the programme.
- If we have any concerns about the welfare of your young person, we have a legal obligation to share your information with government agencies.

We require all those who we share your information with to protect it and to only use it as we have agreed.

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