

Aimhigher Surrey
University of Surrey
Guildford
Surrey
GU2 7XH

Date:

Dear Parent / Carer

Request for Information and Parental Consent: Aimhigher Surrey Activity 2009 -2010

I'm pleased to inform you that your son/daughter has been invited to participate in Aimhigher activities.

What is Aimhigher?

Aimhigher is a national project which encourages young people with ability to think about higher education opportunities and shows them that, by completing a higher education course, their job prospects are considerably improved.

What does Aimhigher do in Surrey?

Aimhigher Surrey works closely with schools and colleges to provide a programme of activity including visits to universities, taster days, 1-1 mentoring and summer schools.

What do we need from you?

Your son/daughter may take part in events that could be photographed or recorded for Aimhigher reporting and promotional purposes. We would kindly request your permission for photographs to be taken and used in Aimhigher materials.

Aimhigher is funded by the Higher Education Funding Council which asks that we collect information on student background for research purposes. It would be helpful therefore if you could **complete all parts of the attached Consent Form and return it to us in the prepaid envelope provided.**

We thank you for your help and if you'd like any further information please contact me at the address above or email m.birks@surrey.ac.uk or phone 01483 683175.

Yours faithfully



Marilyn Birks
Director for Aimhigher Surrey

Aimhigher Surrey is a privacy conscious organisation and is strongly committed to your right to privacy. Aimhigher Surrey will process data about you anonymously to produce statistics relating to the project. We will not give out any personal data about you to third parties except where Aimhigher Surrey is under a legal requirement to provide information. We may give your information to other education related agencies such as the Higher Education Statistics Agency or the University and Colleges Admissions Service (UCAS) but this will not be presented on an individual basis. We will not release data to anyone who is unauthorised. It is your responsibility to inform us if data we hold about you requires updating. You are entitled to request a copy of the data we hold about you. You are also entitled to raise an objection where the processing of data we hold about you is likely to cause damage or distress (subject to provisions contained in the Data Protection Act 1998). Requests should be made in writing to The Director, Aimhigher Surrey, c/o Educational Liaison Centre, University of Surrey, Guildford, Surrey, GU2 7XH.