



Devon & Cornwall Children's University

Part 1 – Children's University

Your child has shown interest in joining or is already participating in Children's University.

Children's University is a national initiative which, through its organisation, enables children to attend different learning events and activities outside of school hours. For every activity they attend, they get a stamp in their 'passport to learning'. These add up to earn bronze, silver and gold certificates. Children are presented with their certificates in school and once they reach a gold level (100 hours), they are invited to a 'graduation ceremony' held annually to celebrate their achievements.

Please read all three parts of this communication which will explain the scheme, the data processing for participation in Children's University online and the data processing for tracking and monitoring. There are links to additional information and privacy notices which will help you to understand the project and what will happen to your child's data.

Where parents agree, Children's University members can also access Children's University Online, a special digital platform which supports children to understand and document the skills they are developing through their activities. It also provides additional interest and information for them, and encourages autonomy of searching for activities that are of interest. Children can join Children's University from 5 years old.

For more information about award levels and events, please look at the Devon & Cornwall Children's University website: www.plym.ac.uk/childrens-university or www.facebook.com/DevonChildUni

Please note: *Students can claim for 1 hour (1 stamp), per week, per activity / club. E.g. if a student attends 5 hours of swimming lessons, they can only claim for one of those hours each week. However, if they attend 1 hour each of swimming, dance, science, music and chess clubs, they can have a stamp for each of these activities, which makes a total of 5 stamps for the week. This was put in place by the Central Children's University Trust to encourage students to take part in as many different activities as possible and to make the scheme fairer.*

All school clubs will be validated by Children's University, but you might need to check any clubs that take place outside of school to see if they have been validated (are taking part in Children's University). If there are any clubs outside of school that you would like to nominate, please send their email address to your school and they can pass this onto Children's University to validate.

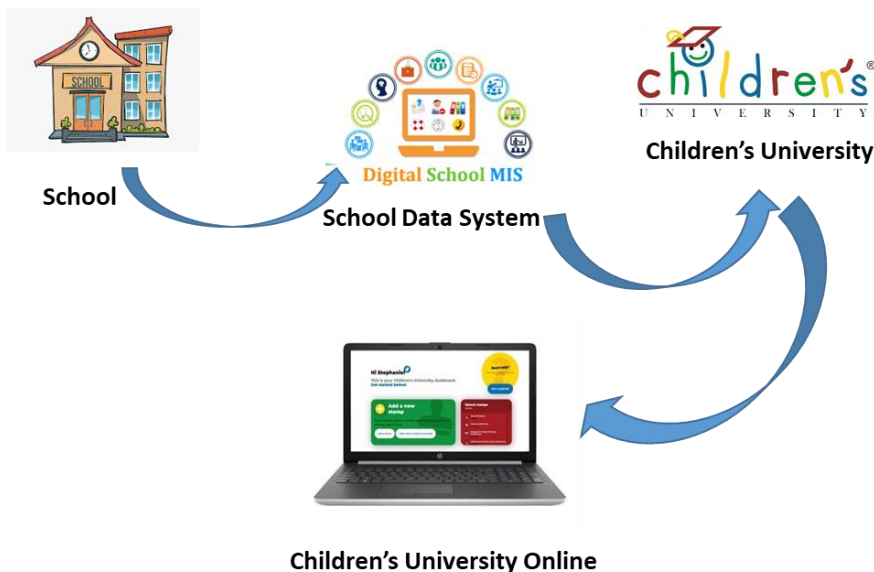
If you are interested in your child joining Children's University, please read parts 2 and 3 and then sign and return the relevant sections to your child's school. They will then issue them with a passport and, where appropriate, a user name and password to access their on-line account. All you have to do is; check that the out of school activities have been validated, record your child's hours in their passports when they attend these activities, and add up their hours as they accumulate. When they reach a certificate level, send in their passport to the school to be verified and they will be issued with their certificates and badges.

Part 2 – Data Processing for Children’s University Online

In order for your child to access the online services, your child’s school will be asked to upload personal information to Children’s University Online platform. The information consists of your child’s first and last name, their date of birth, age group, and their Unique Pupil Number (this is optional for the school). The lawful basis for processing the information for the purposes of the Children’s University on-line account is Legitimate Interest. Your child does not need an on-line account to participate and can take part using a paper based passport, in which case the school will not process the information in this way.

Your child/you will be sent a user name and password to access their on-line account. Your child will have their very own dashboard which will enable them to see how they’re progressing towards the next award level, understand and document the skills they are developing through their activities and search for and record activities that are of interest. There are also online-only exclusive badges that can be collected between graduations.

When your child leaves their current school, or if your child’s school ceases to participate in the scheme, your child’s account will be archived. This will enable them to reactivate their account, should they wish to, at the next school or college they attend that participates in the scheme. Children’s university on-line accounts will be deleted or anonymised when the user reaches age 18. If your child/you wish for the account to be deleted or anonymised before this date please contact: contactus@childrensuniversity.co.uk For further information, please see Children’s University full Privacy Policy here: <https://www.childrensuniversity.co.uk/privacy-policy/>



I have read the information provided to me and I am happy for my child to participate in the Children’s University online platform. (Please circle)

- Yes
- No

Parent’s signature:

Parent’s Name:

(Block capitals)

Child’s Name and Class:

(Block capitals)

Part 3 – Data Processing and Tracking for University of Plymouth

Devon and Cornwall Children’s University is managed by The University of Plymouth, which is registered with the Information Commissioner’s Office Z7546246. The University is responsible for the use of the personal data provided to it by participants in the Children’s University scheme. We process participants’ data to ensure that we are supporting students identified as being from groups underrepresented in higher education, as defined by the Office for Students, the University’s regulators. The data is processed for scientific or historical research purposes or statistical purposes and the lawful basis for this is the performance of a task carried out in the public interest. This is called Public Task.

We record the student’s name, date of birth, home postcode, gender, ethnicity and school. The data will be stored securely in the online Higher Education Access Tracker (HEAT) database as evidence of us providing Children’s University activities and to track and monitor your child’s data and progression in education. Your child’s personal information is kept safe and secure in line with the Data Protection Act 2018 and retained for 15 years after graduation or until 30 years of age (whichever comes first).

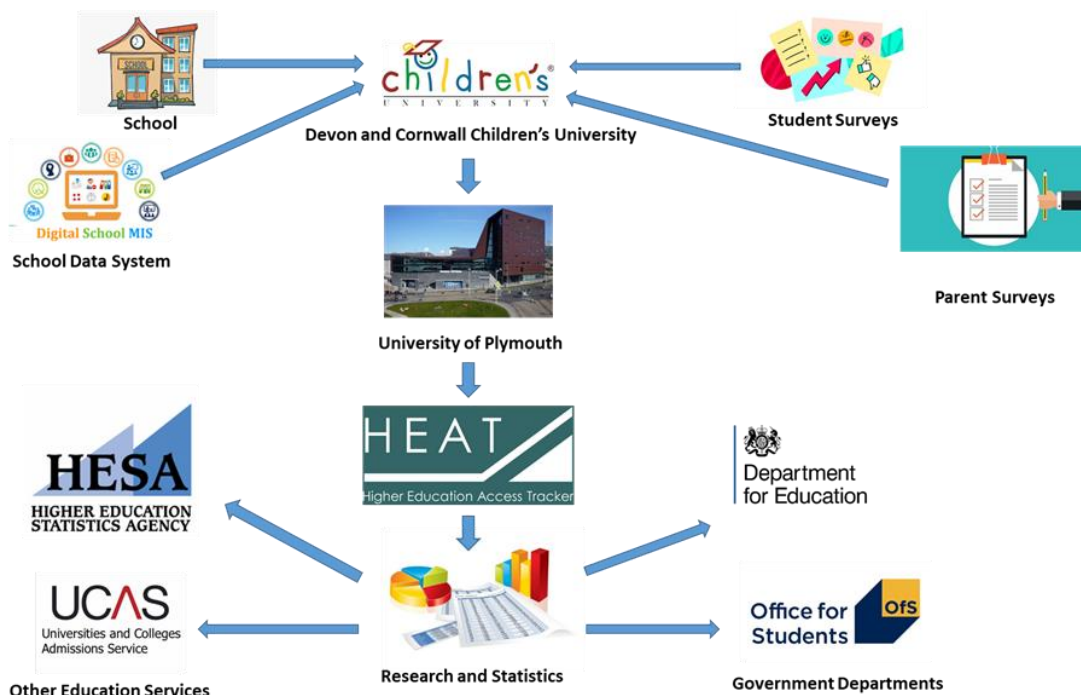
Access to the data is restricted and it can only be accessed by specified members of staff from the University of Plymouth. As well as being used for research purposes it will be used to help the Devon and Cornwall Children’s University, and the schools supporting the scheme, to evaluate the effectiveness of activities offered by Children’s University. In this way we can better support the children taking part.

We do not share this data with external organisations for marketing their products or services and we do not, under any circumstances, sell this personal data to third parties. We may share the personal details to match with other data held by other organisations e.g. Department of Education and with HEAT researchers.

All the information that the University of Plymouth collects about your child during the course of their time with Children’s University is kept strictly confidential. They will not be identifiable in any reports or publications and they will remain anonymous throughout this process. You can withdraw your child’s details and if you wish to do this, all their personal information will be destroyed, unless it has already been used within reports. If your child is already a member and you declined the tracking and monitoring of your child’s data, their information will not be processed for this purpose.

For full details of Devon and Cornwall Children’s University Privacy Policy, please go to:

<https://www.plymouth.ac.uk/business-partners/partnerships/childrens-university>



I have read the information provided to me and I am happy for my child to participate in the Devon and Cornwall Children's University. (Please circle)

- Yes
- No

Parent's signature:

Parent's Name:
(Block capitals)

Home Postcode:
(Block capitals)

Child's Name:
(Block capitals)

Child's Date of Birth:

Child's Ethnicity:
(White British, Black or Black British, Mixed White and Black, Asian or Asian British, Mixed White and Asian, Chinese, Arab, Gypsy or Roma, Other ethnic background, Prefer not to say)

Child's Class:
(Block capitals)

Date:

If you have any questions, please feel free to contact me.

Many thanks,

Children's University School Coordinator