



Great  
Academy  
Ashton  
*Inspiring Greatness*

September 2018

Dear Parent/Guardian,

At Manchester United Foundation, we take the protection of personal data and compliance with data protection laws extremely seriously. The purpose of this important letter is to make you aware about the information we need to collect about pupils who participate in our projects and why we need to collect it. In this letter we also explain a step that we need you to take, to ensure that parents/guardians of those pupils are made aware that we collect this information and are given details of how they can contact us to find out more.

#### **Overview of Hub of the Community Projects**

Manchester United Foundation works across Greater Manchester and uses the passion for Manchester United to educate, motivate and inspire young people. We deliver football coaching, skills training, personal development and life changing experiences, providing young people with opportunities to change their lives for the better. The Foundation's objectives are to take Manchester United to the heart of the community and develop young people to achieve their full potential. The Hub in the Community project bases full time Hub Development Officers in targeted areas in order for them to build lasting relationships with the local community.

#### **Why we need to collect information from participants**

We ask that each school we work with provide us with specific pieces of information about all participants involved in our projects, for safeguarding and funding reasons.

Information sharing is vital to safeguarding and promoting the welfare of children and young people. Manchester United Foundation follows the guiding principles of the Government's 2015 guidance document 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers'. Information sharing is key to delivering better, more efficient provision that are coordinated around the needs of the young people we work with. It is essential to enable early intervention and preventative work in relation to safeguarding and promoting welfare by integrated working. This information we request is proportional to the service we deliver.

Information is also a vital element in improving outcomes for all and working together. We can monitor and evaluate the progress of all projects, to continually measure the impact of our work to be able to report back to you and our funders. Without this fundamental information for each of our participants, we are unable to do this, and therefore unable to share the positive outcomes of our projects. This will detrimentally affect our funding from funders, and ultimately threatens the sustainability of our projects.

## **The information that we need to obtain from participants**

The following information from each participant is essential to the delivery of our projects:

- Name
- Gender
- Date of birth
- Medical condition/disability

The following information from each participant, whilst not essential, is highly desirable to the delivery of our projects:

- Address and emergency contact details
- Photo permission from the parent/guardian
- Ethnicity

We will liaise with you to collect this information at an appropriate time.

## **Ensuring parents/guardians are informed, and what we need you to do**

It is important that parents/guardians are made aware of the fact that we are collecting this data, what we use it for, how we keep it safe and who they should contact if they have any questions. We therefore require that each school we work with delivers a notification to every parent whose child takes part in our projects. The notification is set out below, and we can provide this to you electronically if you wish. How you deliver this notification to parents/guardians is up to you, but we would suggest either a letter or email.

*“Our school is partnering with the Manchester United Foundation. The Manchester United Foundation is a charitable organisation that works with us to deliver motivational and inspiring projects to our pupils, with the goal of helping them reach their full potential. You can find out more about the Manchester United Foundation and its work at [www.mufoundation.org](http://www.mufoundation.org). To ensure that the safety and welfare of our pupils is properly safeguarded and that the projects are delivered in an efficient manner, we provide Manchester United Foundation with basic information about each pupil taking part. This includes the pupil’s name, date of birth, gender and basic details of any disabilities or medical conditions which may affect their ability to take part in the projects or necessitate special adjustments being made. We may also provide emergency contact details if required. Any information we supply to the Manchester United Foundation is securely held and used only for the purposes of delivering the projects and evaluating their success. All information is processed and safeguarded strictly in accordance with applicable data protection laws. If you require any further information about Manchester United Foundation or require a copy of their privacy policy, please contact ‘[privacy@mufoundation.org](mailto:privacy@mufoundation.org)’.*

Thank you in advance for your help and cooperation with this. If you have any questions, please do not hesitate to contact me.

Yours sincerely

**Dave Chapman**  
**Hub Development Manager**