

Dear Mr Brenchley,

I have seen your presentation and understand that you wish to use my writing within your new project. I also understand that you will ask the school for some very general information about me. You will do two things with my writing. Firstly, you will use it to better understand how students become good writers. Secondly, you will add it to an interactive database of student writing. This database is something that other people can use so that all children become the best writers possible.

Most importantly, I understand that

- ☐ I do not have to let you use my writing – it is completely my choice;
- ☐ if I say “yes” now, I can change my mind later. I just have to let you know before your project is complete. I can do this by telling my teacher, and they will tell you to stop using my writing;
- ☐ if I do not change my mind before your project is complete, then you will keep the special electronic copies of my writing;
- ☐ you will do everything you can to keep my writing safe. This means that no-one should be able to tell that this is my writing. It also means that if you talk about my writing, you must keep my name a secret;
- ☐ the only person that you can ever say my name to is my school’s Child Protection Officer. However, you will only do this if you need to tell them something for my protection;
- ☐ you will include some special electronic copies of my writing within your interactive database. This database will allow teachers and other people like you to look at my writing if they need to. However, anyone who wishes to do so must get your permission first. And you will only give them this permission if they promise to treat my writing with respect.

I am happy for you to use my writing and for you to include my writing within your database.

My signature:

My name:

My school’s name:

Date:

Data Protection Act: The University of Exeter is a data collector fully registered with the Office of the Data Protection Commissioner, as required under the Data Protection Act of 1998. All collected material, together with all information derived from this material, will only be used for the purposes described above and in accordance with the Data Protection Act of 1998. No data will be made available to third parties unless it has been properly anonymised.