

**VARIATION FORM FOR OPTIONAL SERVICES SUBSCRIPTION CATEGORIES AND CATEGORIES OF ONWARD USE OF DATA**

**Name of Provider:**

**UKPRN Number of Provider:**

<b>Variation of Optional Services Subscription Category</b> (Boxes to be marked as applicable)	<b>Variation Effective Date</b>	<b>Mark to apply</b>
Subscribe to Heidi Plus (Note: A separate agreement will be made available to you on receipt of this Variation Form)	This will take effect on the commencement date of the Heidi Plus Subscription Agreement	
Unsubscribe to Heidi Plus (Note: Notice to terminate your Heidi Plus Subscription Agreement will need to be served in accordance with the separate Heidi Plus Subscription Agreement)	N/A	N/A
Subscribe to Graduate Outcomes Opt-in Questions	This will take effect at the commencement of the next Graduate Outcomes Survey Year.	
Unsubscribe to Graduate Outcomes Opt-in Questions	This will take effect at the end of the current Graduate Outcomes Survey Year.	
Subscribe to Graduate Outcomes Provider Questions	This will take effect at the commencement of the next Graduate Outcomes Survey Year.	
Unsubscribe to Graduate Outcomes Provider Questions	This will take effect at the end of the current Graduate Outcomes Survey Year.	
Subscribe to Estates Management Record (for England and Northern Ireland)	This will take effect during the Reporting Year if there is an appropriate length of time to collect and report the data within the Collection Cycle. Otherwise it will take effect at the commencement of the next Estates Management Record Data Collection.	
Unsubscribe to Estates Management Record (for England and Northern Ireland)	This will take effect at the end of the current Estates Management Record Data Collection.	

<b>Variation of Optional Services Subscription Category</b> (Boxes to be marked as applicable)	<b>Variation Effective Date</b>	<b>Mark to apply</b>
Subscribe to Staff Outside the Coverage of the Staff Record Optional Services Subscription Category (for England and Northern Ireland)	This will take effect at the commencement of the next Staff Record Data Collection.	
Unsubscribe to Staff Outside the Coverage of the Staff Record Optional Services Subscription Category (for England and Northern Ireland)	This will take effect at the end of the current Staff Record Data Collection.	

<b>Categories of Onward Use of Data</b> (Boxes to be marked as applicable)	<b>Variation Effective Date</b>	<b>Mark to apply</b>
Subscribe to Category 1 – Sharing for the benefit of Providers, Statutory Customers and the Sector.	This will take effect at the commencement of the next Data Dissemination Period if a Variation Form is received by HESA at least 10 Working Days prior to the end of the current Data Dissemination Period. Otherwise the new Categories of Onward Use of Data will take effect at the start of the next but one Data Dissemination Period.	
Unsubscribe to Category 1 – Sharing for the benefit of Providers, Statutory Customers and the Sector.	This will take effect at the commencement of the next Data Dissemination Period if a Variation Form is received by HESA at least 10 Working Days prior to the end of the current Data Dissemination Period. Otherwise the new Categories of Onward Use of Data will take effect at the start of the next but one Data Dissemination Period.	
Subscribe to Category2 – Sharing for the benefit of students, prospective students, student representatives and graduate employers	This will take effect at the commencement of the next Data Dissemination Period if a Variation Form is received by HESA at least 10 Working Days prior to the end of the current Data Dissemination Period. Otherwise the new Categories of Onward Use of Data will take	

	effect at the start of the next but one Data Dissemination Period.	
Unsubscribe to Category 2 - Sharing for the benefit of students, prospective students, student representatives and graduate employers	This will take effect at the commencement of the next Data Dissemination Period if a Variation Form is received by HESA at least 10 Working Days prior to the end of the current Data Dissemination Period. Otherwise the new Categories of Onward Use of Data will take effect at the start of the next but one Data Dissemination Period.	
Subscribe to Category 3 - Sharing for the benefit of other public, private or third-sector organisations.	This will take effect at the commencement of the next Data Dissemination Period if a Variation Form is received by HESA at least 10 Working Days prior to the end of the current Data Dissemination Period. Otherwise the new Categories of Onward Use of Data will take effect at the start of the next but one Data Dissemination Period.	
Unsubscribe to Category 3 - Sharing for the benefit of other public, private or third-sector organisations.	This will take effect at the commencement of the next Data Dissemination Period if a Variation Form is received by HESA at least 10 Working Days prior to the end of the current Data Dissemination Period. Otherwise the new Categories of Onward Use of Data will take effect at the start of the next but one Data Dissemination Period.	

We understand that, in accordance with the terms of the Agreement, where we are withdrawing our Agreement for Provider Information to be onwardly shared for Categories of Onward Use of Data:

- Data previously onwardly shared on the basis of the permission previously granted by the Provider to a Category of Onward Use of Data shall not be recalled or required to be deleted; Data included in Heidi Plus on the basis of the permission previously provided by the Provider to a Category of Onward Use of Data, will not be removed. However, once the new Categories of Onward Use of Data outlined in this Variation Form take effect (as indicated above), no new data will be added from the Provider Information.

- The Provider acknowledges that their Provider Information may still need to be processed in the following Data Dissemination Period to remove it from Data Collections in the process of being compiled by HESA.
- HESA shall retain a copy of any dataset onwardly shared on the basis of the permission previously provided by the Provider to a Category of Onward Use of Data for a period of 2 years. Such copy data sets may be processed by HESA: for audit and record management purposes; for the purpose of dealing with any enquiries from recipients of the dataset; and to enable HESA to remove the Provider's data and update the data set for the subsequent Reporting Year.

**Signed:**

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**For and on behalf of the Provider**

**Name:**

**Position:**

**Date:**