# Template email to support the collection and maintenance of contact details

## Template email

Dear all,

A new national survey capturing the activities and perspectives of graduates is launching in December 2018. The responses to this Graduate Outcomes survey will be crucial in allowing current and future students to make informed choices and in helping us to evaluate and promote our courses.

You will be among the first group of students who will be contacted in December 2018 to take part. To support the survey, we are required to hold accurate contact details for you, including a personal email address, at least one telephone number, and a postal address (this can be a parental/guardian address).

We would be very grateful if you could now review and update the details we currently hold about you. **[Insert details of how students are able to review/amend details]**

The survey is owned by HESA, the Higher Education Statistics Agency, who have published more [information for students](https://www.hesa.ac.uk/innovation/outcomes/students) as well as [guidance on how your contact details will be used](https://www.hesa.ac.uk/about/regulation/data-protection/notices).

If you have any questions or concerns, please get in touch with **[Insert details of relevant contact in your provider]**.

Thanks, and best wishes,

## Notes for providers

We have drafted this email to support your communication activity. You are welcome to write your own email instead, or make major or minor tweaks to our suggested email.

When drafting the email, it is important that you familiarise yourself with the [Data protection guidance](https://www.hesa.ac.uk/innovation/outcomes/providers/data-protection) we’ve published, and note the [actions and implications for HE providers](https://www.hesa.ac.uk/innovation/outcomes/providers/data-protection-actions). In particular, if you are planning to use your graduates’ contact details for other purposes, or if you are planning to ask additional questions in the Graduate Outcomes survey, you should make this clear in your email.