**Instructions for use of the covering letters relating to the Destinations of Leavers from Higher Education record 2009/10 (C09018)**

HESA has provided text for the covering letters to be used with the paper/postal versions of the DLHE questionnaire. These are available in both English and Welsh. It is intended that institutions should use these as they stand, with only a small number of options:

In one or more places the text refers to the institution - you will need to substitute the correct descriptor, or the actual name of the institution.

In paragraph 1 you need to indicate, as appropriate, supply of either a pre-paid envelope or label (HESA is aware of different institutional practice).

In paragraph 1 you may wish to add text to the covering letter in order to address particular groups of students: e.g. for students who have continued to study at the same institution:

> We are asking everyone, even those who have continued to study at the institution, what they were doing on 19 April 2010, so that the information is comparable.

Paragraph 3 is optional; it is needed only if your institution will be offering a locally-hosted online version of the questionnaire, or has registered to the centrally-hosted online DLHE system. You will need to add the appropriate web-reference to this paragraph and also indicate where the student can find their HUSID/Student Identifier.

The Data Protection Act 1998 requires data subjects to be informed of what happens to their data within a collection notice. Collection notices about the uses of HESA data are included with the covering letters and are available in both English and Welsh. In addition, your institution needs to include its own wording about the use it makes of the data. HESA strongly recommends that you compose the wording for this section to protect your own legal position.

The final paragraph refers to the careers service, if this is not the correct description of this function for your institution you will need to change it. Also institutions can add their own description of services available to graduates, as these are very varied.