

More Good Days At School: Building relationships to promote health, happiness and learning

How we use and protect your information

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This information sheet contains more details about how we'll use your and protect your personal information if you agree to take part in our study.

When we (UCL and Anna Freud) collect and use participants' personal information as part of the study, we are the controllers of the personal information, which means we decide what personal information to collect and how it is used.

1. Will my information be shared with anyone?

If you take part in a one-to-one discussion, we will record the conversation so we don't miss anything. We will securely share this audio-recording with another organization who will write up the discussion into text. Once this has been done,



we will delete the audio-recording and remove information that could identify you from the text write up.

After the study ends (winter 2025), we will share the information we have gathered about everyone who has taken part with the Department for Education (DfE). This is so we can look at longer-term impacts on educational records. The DfE will replace all identifying information about the young people who have taken part in the study (their name, gender, date of birth, home address) with a unique code. This is so the information we have collected can be linked to other information about educational records. Once this has been done, it is no longer possible to identify any individual young person from the study data. This is done using a very secure and protected system that is widely used for this type of thing. Once this has been done, we (Anna Freud and UCL) will delete identifying information, except for consent forms.

Consent forms (with names on them) will be held as long as the data are held, so for at least 10 years (September 2035). They will be held securely and separately from other information about you.

The Youth Endowment Fund, or YEF for short, is giving us money to do this study. When we (Anna Freud and UCL) finish the study, we'll give your information to the YEF. Before your information goes into the YEF archive, the Department for Education will take out your name and other personal details like your address. This means that no one how looks at the information in the YEF archive will know who you are. They will keep your information in a safe place called the YEF archive. Information will be kept in the YEF archive for as long as it is needed for future research. You can find more information about the YEF archive on the YEF's website: <https://youthendowmentfund.org.uk/evaluation-dataarchive/>.



In the future, people can ask to use the YEF archive to do more studies to find out whether “More Good Days At School: Building relationships to promote health, happiness and learning”, and other projects like it, have helped young people. Only researchers who are approved by the YEF will be able to look at the archive. The information from this study will then be able to be linked to other information like educational records and criminal records, to see any longer-term impacts of the project. This information cannot be used for anything other than looking at the impact of programmes like the one in this study. It is illegal to use the information for other reasons, such as by the police.

We will only use your information if the law says it’s OK. Because this study is interesting and important to lots of people, the law says we can use your information to do this kind of work.

2. What are my data rights?

You have the same rights as adults when it comes to your data. Some of these include:

- Knowing what data we have about you
- The right to correct anything that’s wrong
- Being able to ask us to stop using your data
- And more

3. Who can I speak to if I have any questions?

If you feel that we may not be handling your data appropriately or if you have any queries or concerns about this, you (or your parent or guardian) can contact us at:

- Anna Freud: Rachel Hart is the information governance manager and can be contacted on dpo@annafreud.org



- UCL: data-protection@ucl.ac.uk

You and your parent or guardian can also, at any time, make a complaint about our processing of your data to the Information Commissioner:

<https://ico.org.uk/global/contact-us>.