

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

How we use and protect your information

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UCL Research Ethics Committee approval number: 14037/012

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

UCL and Anna Freud are data controllers of the information collected from school staff.

The UK GDPR basis for processing these data is legitimate interest (Article 6(1)(f)) and research purposes (Article 9(2)(j)) and DPA (2018) Schedule 1 part 1 paragraph 4. This allows us to process your personal data for research or evaluation purposes where appropriate care is taken to manage the data securely.

1. What will happen to my information after the project?

Your personal data (e.g., names, contact details, survey responses, discussion responses audio recording) will be held securely until the end of the project, winter 2025, after which it will be securely disposed of.

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

The information from audio recordings (if you want to meet with one of the researchers to talk about your experiences during the study) will be kept for no longer than 9 months. We will securely share this audio recording with another organisation (the Transcription Centre: (<https://www.transcriptioncentre.co.uk/>) who will write up the discussion into text (i.e., as a transcript). As soon as the audio recordings have been written up as text, the audio recording will be deleted and it will not be possible to identify you from the write-up. Transcripts will be held for at least 10 years (end of 2035).

2. Will my information be shared with anyone?

We will not share with the school, nor will anyone at the school be able to access, any of the information in your surveys.

As part of the study, we are inviting school staff from a small number of schools to talk to a researcher (one-to-one or in a small group) about your experiences during the study. If you choose to do this, the audio recordings will be shared with a company called the Transcription Centre (<https://www.transcriptioncentre.co.uk/>) for the purposes of writing up the spoken answers into words. There will be a data sharing agreement in place before they write-up the audio recordings. We will make sure that they keep the data safe, in line with UK data protection law. When the recording has been written up, we will replace your name with a number and the recording will be deleted. In group discussions, we ask everyone to respect each other's privacy and to not repeat what is discussed with other people.

We will not share your data with any other external partners or agencies. Generally, we will ask for your permission before we share your data, but in some circumstances, we are legally obliged to share information, for example under a court order. When we do share, we satisfy ourselves that we have a lawful basis on which to share the information and document our decision-making.

We will not be transferring any identifiable information outside the European Economic Area (EEA). We will be managing the data on secure IT systems at Anna Freud and UCL, and we will be taking appropriate measures to ensure that it always remains secure.

3. Your data rights

Under data protection law, you have rights we want to make you aware of. The rights available to you depend on our reason for processing your information and may only apply in certain circumstances. You can check the Information Commissioner's website (<https://ico.org.uk/for-the-public/>) for more detail or contact us using the details below. Your rights are:

- The right to be informed
- The right of access
- The right to correct data
- The right to be forgotten
- The right to restrict processing
- The right to data portability
- The right to object to our processing

Please contact us at dpo@annafreud.org or data-protection@ucl.ac.uk if you wish to make a request with regard to any of your rights. You are not required to pay a charge for exercising your rights. We generally have one month within which to respond to your request.

You can find further information here from UCL's privacy policy (<https://www.ucl.ac.uk/legal-services/privacy>) and from UCL's general privacy notice for participants and researchers in health and care research studies (<https://www.ucl.ac.uk/legal-services/privacy/ucl-general-privacy-notice-participants-and-researchers-health-and-care-research-studies>).

4. 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 can contact us at:

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- Anna Freud: Rachel Hart is the information governance manager and can be contacted on dpo@annafreud.org
- UCL: data-protection@ucl.ac.uk

You 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>.

Other contact details

You can find information and other contact details of each of the data controllers on their webpages:

- Anna Freud: <https://www.annafreud.org/>
- UCL: <https://www.ucl.ac.uk/evidence-based-practice-unit/evidence-based-practice-unit-0>

5. Obligation to provide data and automated decision-making

You can choose not to participate in this study, in which case we do not require your data. We do not use profiling or automated decision-making when processing your data for any purpose.

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