

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. What will happen to my information after the project?

a) Information controlled by Anna Freud and UCL

Surveys, data from schools, and educational records

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)

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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

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.

Audio recordings

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 in 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).

b) Information controlled by Youth Endowment Fund (YEF) (the project funder)

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 who 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-data-archive/>.

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. Will my information be shared with anyone else?

In order to ensure that all our (Anna Freud and UCL) records are accurate, we will share information about which surveys (if any) are missing from you with your school. This is so the team can make sure that everything we need from you has been completed. We will also be sharing a survey access code linked to your name with your school, and your school will share the survey access code with you for the final survey. This is so that we can link your responses to the final survey with the previous surveys. 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 you to talk to a researcher about your experiences during the study. This will be audio recorded. If you choose to do this, we will let the school know so that they can seek consent from your parents/carers. We will not share with the school, nor will anyone at the school be able to access, your audio recording. The only time that we may have to break confidentiality is if you tell us something that makes us concerned about you or others being at risk. If this happens then we will try to discuss the issue with you first.

3. What are my data rights?

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

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- 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

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 (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>.

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