

Addendum to the Privacy Notice for the Headstart Evaluation

This addendum provides additional information to the privacy notice, which informs you how we may use the personal data we collect about children and young people participating in the Headstart programme.

1. What personal data do we collect about young people involved in the HeadStart evaluation?

Personal data, or personal information, means any information about or relating to an individual from which that person could be identified. It does not include data where the identity has been removed (anonymous data).

The aim of the of this research is to investigate changes and development in young people's mental health and wellbeing over time and the factors that predict this, with a specific emphasis on interventions implemented to foster resilience, improve wellbeing and prevent mental health problems. In order to do this, each year we ask young people in HeadStart schools to complete an online survey called the Wellbeing Measurement Framework (WMF). The WMF asks them questions about how they feel about their school, friends, and themselves.

We may collect, use, store and transfer different kinds of personal data about pupils who complete the WMF. This may include:

Type of data	Source	Use
Pupil name (forename and surname), unique pupil number (UPN) gender, date of birth, school name and year group	National Pupil Database (DfE)	To create unique passwords for each pupil taking part in the Wellbeing Measurement Framework survey. Passwords are used by pupils to log in to the online WMF, and mean that we can link their survey data to other sources of data detailed below, and over time.
Ethnicity, English as an additional language (EAL), special education needs (SEN), free school meal eligibility (FSM), child looked-after status (CLA), child in need status (CIN), income deprivation affecting children index (IDACI), attainment, attendance, exclusions	National Pupil Database (DfE)	To understand more about different characteristics of young people completing the survey and understand whether support provided to children and young people help them feel better.
Wellbeing Measurement Framework survey data	Completed by young people online, held by the University of Manchester	To understand more about young people's mental health and wellbeing, to investigate changes and development over time, the factors that predict this and the impact of HeadStart support
Additional survey items have been added to the 2020/21 survey, which collect data on self-identified gender and sexuality (Year 11 pupils only) and how pupils felt during the coronavirus pandemic lockdown and what things helped with their wellbeing during that time.	Completed by young people online, held by the University of Manchester	Feedback from young people was that questions on self-identified gender and sexuality were missing from the survey in previous years. By collecting these data, we can better understand the potential impact of gender and sexuality on mental health and wellbeing and how young people can be better supported.

		<p>Data collected on how pupils felt during the coronavirus pandemic lockdown and what helped with their wellbeing during that time is important to better understand how we can improve supporting young people with their wellbeing.</p>
<p>Name of any HeadStart support received (e.g. peer mentoring, 1:1 counselling) since the programme began in the 2016/17 academic year.</p> <p>First contact date with the service</p> <p>Last contact date with the service</p> <p>Number of sessions the child/YP attended</p> <p>Reason for intervention ending</p>	<p>Individual local authorities in HeadStart areas</p>	<p>To provide the research team with information about support received, dosage and type as part of the HeadStart research project. Using this, we can understand more about different groups of young people completing the questionnaire and understand whether HeadStart support they may have received helped to make them feel better.</p>

The National Lottery Community Fund (The Fund) has asked the Evidence Based Practice Unit (EBPU), in partnership with the University of Manchester, to collect and process the data from this programme on its behalf. All the identifiable information is held centrally and securely by the University of Manchester. The University then sends anonymised datasets to the EBPU for analysis. In this way we reduce the number of people and organisations who have access to your personal identifiable data. We analyse the anonymized data at an aggregate level, we will not use the information to identify specific pupils for any reason.

2. Ethical consent

In addition to these data protection rights we also consider your **ethical rights**.

This evaluation has been approved by the University College London (UCL) Research Ethics Committee and as part of that approval process we are required to have your consent for your child's participation in this evaluation. This is the opt-out consent that we ask for in the information letter that your school will have given you.

Ethical governance is designed to protect the dignity, rights, safety and wellbeing of research participants. For example, we must seek to inform parents about whether any part of the research process is potentially harmful to young people, or whether any of the questionnaires might be upsetting or embarrassing for young people if they take part. Your consent is sought on the basis of this information and aspect of the research.

Ethical consent does not refer to the **processing** of your child's data- a separate aspect of the research- and therefore doesn't fall under the remit of GDPR. This is why we can ask for opt-out consent.

If you or your child want to withdraw from the evaluation at any time we will respect that decision and cease to use your data. You can contact us using the contact details included below to make such a request.

3. Contacting us

If you have any questions about the content of this addendum or related privacy notices you can contact us at:

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