

What are the researchers allowed to do with information about your child?

Measuring Wellbeing in Schools project Privacy Notice

Background to the Measuring Wellbeing in Schools project

We are the National Lottery Community Fund (the "**Fund**"). We are registered with the Information Commissioner's Office ("**ICO**") under registration number Z968750X. We process information, or data, about your child as part of the Measuring Wellbeing in Schools research project. This is part of our HeadStart Programme. In order to do this processing, we (and our researchers) must have a legal basis (or a reason that is justified by the law) to do so.

This note explains the legal basis and the rights that you and your child have related to information about your child we may collect and use. These rights are as set out in the UK General Data Protection Regulation (UK GDPR), which is designed to protect and support the personal data rights for everyone in the UK.

What information about your child will be processed?

The Measuring Wellbeing in Schools research project will include the following types of data about your child which will be put together to create a general picture about young people's mental health support:

1. **Child-reported surveys (the Wellbeing Measurement Framework survey)**: This is to understand how children and young people feel about their school, friends, and themselves.
2. **Information that schools already collect about pupils**: Unique Pupil Number, forename and surname, date of birth, gender, year group. This information will be obtained from your child's school. We will also ask the National Pupil Database for some background information about your child (such as any special educational needs and deprivation)

The Measuring Wellbeing in Schools research project survey data includes data relating to your child's mental health. Once the data are linked to data from the National Pupil Database it also contains data on a pupil's ethnicity and, where applicable, information about child looked after status (CLA) and child in need status (CIN).

If you would like further information on the evaluation of your child's personal data as part of the Measuring Wellbeing in Schools research project, please visit the following link and download the 'addendum to the privacy notice':

<https://wellbeinginschools.info/documents/>

Why can the Fund process your child's personal data?

Legally, we are able to process this information because it is part of a study carried out in the **public interest**. There is a public interest and value in learning more about how best to support young people's mental health. We will never use the information to identify specific pupils for any reason. If we process any special category data, our lawful basis for doing so is that it is necessary for archiving purposes, scientific or historical research purposes or statistical purposes.

Who is responsible for your child's personal data?

The organisation responsible for the proper handling of your child's information collected for this project is the 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. Only one organisation, the University of Manchester, will have access to identifiable information about your child.

The EBPU is a collaboration between the Anna Freud National Centre for Children and Families and University College London.

Sharing and retaining your child's data

We will not move or share information that identifies your child outside the UK and we will make sure that it is held securely at all times.

We will keep the information that could identify individuals for a 4-year period while the Wellbeing Measurement Framework Project is taking place. This information will be shared with colleagues at the University of Manchester for analysis, who are part of the Fund's research team.

After that we will make individuals in the dataset completely anonymous and this anonymous information may then be used for related research for another 20 years, after which it will be securely destroyed.

We will share data summaries displaying average scores of the pupils in your child's school compared to the average for all schools taking part in the project nationally. These data summaries do not contain any personal data and your child cannot be identified from this information.

From time to time we may be required by law to disclose your child's personal data with third party organisations (for example if a court ordered us to disclose certain information).

Your child's rights

In certain circumstances, your child has the following legal rights in relation to their personal data:

- To request access to their personal data that we hold;

- To request correction of the personal data we hold about them if it is incorrect, out of date or incomplete;
- To request erasure of their personal data;
- To object to the processing of their personal data (please see further below);
- To request that the processing of their personal data be restricted; and
- To request the transfer of their personal data so that it can be transferred to you or a third party that you have chosen.

Right of access to your child's personal data

Neither you nor your child will have to pay a fee to access your child's personal data. However, we may charge a reasonable fee if the request is clearly unfounded or excessive (particularly where requests are repetitive). Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you in order to help us confirm your identity and ensure your right to access your child's personal data. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask for further information in relation to your request.

Please note that we try to respond to all legitimate requests within one (1) calendar month. If this is not possible because the following month is shorter and there is no corresponding calendar date, the date for response is the last day of the following month. If the corresponding date falls on a weekend or a public holiday, we have until the next working day to respond. Occasionally, it may take us longer than a month if your request is particularly complex or if you have made a number of requests. In this case, we will notify you and keep you updated.

You (or your child) have the right to object, at any time, to the processing of their personal data which is necessary for the purposes of the legitimate interests pursued by us or a third party. If you or your child objects to the processing, we must no longer process that personal data unless we can demonstrate compelling legitimate grounds for the processing which override your child's interests, rights and freedoms or that the processing is required for the establishment, exercise or defence of legal claims.

You or your child also have the right to object to the processing of their personal data which is conducted on the basis of the public interest processing condition.

If you or your child wishes to exercise any of the above rights, please [contact us using the details below](#). Please note that we may not be required to comply with the request. If this is the case, we will notify you or your child (as relevant).

For more details about your child's rights, please have a look at this website:
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

For further information, please see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/> and <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Changes to this privacy notice

We may change this notice by updating this page to reflect changes in the law or our data protection practices. We will also inform you of significant changes to this policy and ask for your consent should this be required by law.

What if you have any concerns or queries?

If you have any concerns or questions, you have the right to contact the ICO. You can do so by:

- phoning 0303 123 1113;
- visiting: www.ico.org.uk/concerns; or
- writing to: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

However, we would appreciate the opportunity to address any concerns or queries you may have about the research or the project before you contact the ICO. Please contact:

Lorraine Joyce

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The National Lottery Community Fund

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Data Protection Officer: data.protection@tnlcommunityfund.org.uk