

## Mercers Well-being evaluation Privacy Notice

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

To process information, or data, about your child as part of the Mercers Wellbeing Evaluation study, we (the 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 General Data Protection Regulation (GDPR), which became law from May 2018. The GDPR is designed to protect and support the personal data rights for everyone in the UK.

This research project will include three 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: This is to understand how children and young people feel about their school, friends, and themselves.
2. Information that schools already collect about pupils: Pupil characteristics, such as ethnicity, special educational needs, attendance and attainment.
3. School support information: Information from the school/college if children and young people have had any support for their emotional wellbeing (e.g. if they have been part of a class whose teachers have received training about supporting pupils' wellbeing, or they have been part of a peer mentoring programme).

Legally, we are able to process this information under our **legitimate 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 though.

Under the GDPR you and your child have certain rights, including:

- **the right to be informed** about who is processing your data, we set this out at the bottom of this notice, and
- **the right of access**, to understand what information about your child is being used and how. We will also support your child to withdraw from the research at any time, in which case their information would no longer be included.
- For more details about your rights, please have a look at this website:  
<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>



**EBPU** Evidence Based  
Practice Unit

A partnership of



Anna Freud  
National Centre for  
Children and Families

**MANCHESTER**  
1824

The University of Manchester

**COMMON ROOM**

The organisation responsible for the proper handling of your child's information collected for this research is the Anna Freud National Centre for Children and Families. The Centre, in collaboration with the University of Manchester, collect and process the data from this project.

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

We will keep the information that could identify individuals for a 3-year period while the research project is taking place. This may be shared with colleagues at the University of Manchester for analysis, who are part of the research team. We will share the combined information with your Local Authority. After that we will make individuals in the data set completely anonymous and this anonymous information may then be used for related research for another 10 years, after which it will be securely destroyed.

Your child's rights related to data processing have been set out in this notice and will be respected. 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/>

If you have any concerns or questions about the research or the project please contact:

Dr Jessica Deighton

[Wellbeing.Evaluation@annafreud.org](mailto:Wellbeing.Evaluation@annafreud.org)

Anna Freud National Centre for Children and Families

Jordan House

47 Brunswick Place

London

N1 6EB

Data Protection Officer: Susan Henry ([Wellbeing.Evaluation@annafreud.org](mailto:Wellbeing.Evaluation@annafreud.org))

Dear Parent/Carer,

This letter is about a research project to evaluate a mental health intervention that your child's school is running.

Before you and your child decide whether you would like to take part, it is important for you to know what it will involve. Please take time to read the attached information sheet carefully and discuss it with others if you wish. If there is anything that is not clear, or if you would like more information, please do not hesitate to contact us.

We are asking you to help by allowing your child to participate in this study.

The next few pages:

- 1) Tell you a bit about the evaluation and what it involves for you and your child.
- 2) Asks you if you are happy for your child to participate in the evaluation.
- 3) Gives you a reply slip to fill in and send back to the school if you do not want your child to take part.

If you are happy for your child to be involved in the evaluation, you do not need to take any further action. If you **DO NOT** want your child to be involved in the evaluation, the attached sheet tells you what to do.

If you have any questions please email us at [wellbeingevaluation@annafreud.org](mailto:wellbeingevaluation@annafreud.org) or call us on **020 7443 2224**.

Any personal information will be treated as strictly confidential and not be shared beyond the research team. All data will be collected and stored in accordance with prevailing data protection legislation.

Thank you for taking the time to read about our evaluation.

Yours faithfully,



Dr Jessica Deighton  
Evidence Based Practice Unit (EBPU)  
University College London and the Anna Freud Centre  
4-8 Rodney Street  
London, N1 9JH

## INFORMATION SHEET FOR PARENTS/CARERS

### **What is the evaluation for?**

This evaluation is of mental health and wellbeing support provided by schools associated with the Mercers' Company. The evaluation aims to provide these schools with information about how children and young people at their schools feel generally and about the effectiveness of the school's support for wellbeing and mental health.

### **What will parents/carers be asked to do?**

We are asking for your permission for your child to complete a survey once a year for up to three years. The survey asks questions about their school, friends, themselves and is not expected to take longer than 30 minutes to complete.

### **Who is being asked to take part?**

All children at your child's school in Year 8 to 13 will be asked to take part in this evaluation.

### **What will your child be asked to do?**

The study will involve your child completing a short survey. The survey asks questions about their school, friends, and themselves, and is not expected to take longer than 30 minutes to complete. Before your child takes part in completing the questionnaires, their class teacher will read aloud an information sheet and your child will be asked to tick a box if they are happy to take part in the study. We will not ask about any identifiable information (such as names, addresses etc.).

### **What are the possible risks/disadvantages of taking part?**

There are no known risks/disadvantages to taking part in this study. If any risks or disadvantages become known during the research, you and your child will be informed straight away.

### **Who has reviewed the evaluation?**

All research is looked at by an independent group of people, called a Research Ethics Committee, to protect your interests. This research has been approved by the UCL Research Ethics committee (6299/003).

### **What are the possible benefits of taking part?**

There is no guaranteed benefit in taking part. Most people find taking part in research rewarding, as they contribute to the development of knowledge that may benefit other people in the future.

## What data is the evaluation using?

The study will use two types of data:

1. Child-reported survey:
  - This is to understand how children and young people feel about their school, friends, and themselves.
2. Information from the school (so that we can understand more about different characteristics of young people completing the survey):
  - About pupil characteristics, such as special educational needs and deprivation.
  - Information about whether students have received any additional support for emotional wellbeing.

## How will my child's data be stored and who will have access to it?

- All information will be treated strictly confidentially. The evaluation team will ensure that the highest standards of confidentiality are maintained throughout.
- A member of the evaluation team will have access to the identifiable data.
- Identifiable data will only be used to link the survey data to the school data mentioned above and also to link data across years.
- Data will not be used to identify individuals. It will purely to be used on aggregated basis.
- We may also draw on information from the school about whether students have received any additional support for wellbeing.
- Once the data is linked, it will be anonymized and the analysis will be carried out on the anonymized data.
- All survey data will be stored on a secure and password-protected server to which only senior members of the research team have access.
- All data will be collected and stored in accordance with prevailing data protection legislation. The information may be presented at conferences or used as part of academic publications and a student project. No data will identify any individuals involved.

## Further information

If you have any queries, or for further information about the research, you may email us at [wellbeingevaluation@annafreud.org](mailto:wellbeingevaluation@annafreud.org) or call us on 020 7443 2224.

***Thank you for taking the time to read this information sheet.  
Your help makes our research possible!***

## Agreeing for your child to be part of this research

- We hope you will allow your child to take part in this research.
- If you do not want your child to participate in this research project, you need to let the school know before 1 February 2019. Please complete the form below and return it to the school.
- Choosing not to take part will not disadvantage you or your child in any way.
- It will be made clear to all children when they are given the questionnaires and during the focus groups that they do not have to answer any questions that they don't want to and they do not have to take part at all if they don't want to.

You only need to complete and return this slip if you **do not** wish your child to take part.

**If you are happy for your child to take part then you do not need to do anything.**

Dear Rev'd Gooding (Head of Wellbeing)

I wish to withdraw my child from taking part in the Mercers' research project.

Child's name and year: \_\_\_\_\_

Parent or carer's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[return to Rev'd Gooding by 1 February 2019]