

Dear Parent/Guardian,

HeadStart is working in partnership with your child's school and a number of schools across England. As part of HeadStart, last year we began measuring wellbeing in young people in your child's year group and will continue doing so over the coming five-year period. Some of you may have opted your child out from this research project last year, in which case please disregard this letter as they will not be involved in this research.

For those with children who are involved you may remember that this involves your child, along with all pupils in their year group, completing a short online questionnaire at school. It asks questions about how your child feels about their school, friends, and themselves. This research aims to gain a better understanding of young people's wellbeing. The results will help your child's school understand and support the wellbeing of all pupils.

We are writing to you to inform you on our updated processes because the laws about how information can be handled are changing in May 2018. The notice provided with this letter updates you on the steps we take as part of this research, including how we collect, analyse, make sense of, and present information. It also tells you about your rights (and those of your child) in relation to this, including your right to remove your child from this research. If you have any queries in please contact us at headstart@annafreud.org.

Best wishes,



Dr Jessica Deighton

HeadStart Principle Investigator

Evidence Based Practice Unit (EBPU)

University College London and the Anna Freud Centre

Jordan House

47 Brunswick Place

London, N1 6EB

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

HeadStart Privacy Notice

To process information, or data, about your child as part of the HeadStart 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 will become 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. Service information: Information from the local authority if children and young people have had any HeadStart support for their emotional wellbeing (e.g. training for teachers about supporting pupils' wellbeing, or peer mentoring for children).

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 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/>

The organisation responsible for the proper handling of your child's information collected for this research is the Big Lottery Fund (the Fund). The Fund has asked the Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, to collect and process the data from this project on their behalf.

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 7-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 20 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 Polly Casey

HeadStart@annafreud.org

Anna Freud National Centre for Children and Families

Jordan House

47 Brunswick Place

London

N1 6EB

Data Protection Officer: Susan Henry (HeadStart@annafreud.org)

What are the researchers allowed to do with information about you?

HeadStart is working in your school. It is a new service, so we are running a research project to understand how it may help schools and young people. As part of our the HeadStart research project, we (the researchers) will collect the following types of information about you and other young people who have completed the online questionnaire:

1. Your questionnaire answers: This is to understand how young people your age feel about their school, friends, and themselves.
2. Information about you that is usually collected by your school: For example, whether you are a girl or a boy, what your ethnic background is, or whether you have any learning needs.
3. Service information: Lots of young people need some extra support from time to time depending on how they are feeling or coping with things. If you have had some extra support, this information will be given to us by the people providing the support.

We will keep this information for 7 years, while the research project is being carried out.

We will never use this information to single you out, or to tell your teachers or parents things that they don't already know.

In this project, the law in England allows us to use your information because doing so is in the 'public interest'. This is because this project will help others to understand more about young people's wellbeing and what sort of support young people find most useful

However, you can still tell us what to do, or what not to do, with your information (i.e. you have rights!). Among other things, you can:

- Ask us to tell you more about who is handling your information, who it is being shared with and what they are doing with it
- Ask us to stop using, and delete, the information we have collected about you
- 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/>

If you don't want us to use your information or you would like to ask us for more information, please tell your teacher or parent/carer, or let us know directly using the contact details below.

Dr Polly Casey, HeadStart@annafreud.org, Anna Freud National Centre for Children and Families, Jordan House, 47 Brunswick Place, London, N1 6EB. [DPO Susan Henry (HeadStart@annafreud.org)]

At the end of the research project, we will destroy any information that allows us to know who you are, but may still use the information that doesn't link back to your personal details for research for another 20 years.

The organisation who are in charge of making sure we use your information properly is called the Big Lottery Fund. They have asked the researchers at the Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, to collect and use your information from this project for them.

Dr Polly Casey, HeadStart@annafreud.org, Anna Freud National Centre for Children and Families, Jordan House, 47 Brunswick Place, London, N1 6EB. [DPO Susan Henry (HeadStart@annafreud.org)]