**Parent Privacy Notice**

Version 1.1 Date 16.10.2020

**Title of Study: Child Anxiety Treatment in the Context of COVID-19 (CO-CAT**)

Chief Investigator: Professor Cathy Creswell

Data protection regulation requires that we state the legal basis for processing information about you. In the case of research, this is ‘a task in the public interest.’ The University of Oxford is the data controller and is responsible for looking after your information and using it properly.

We will be using information from you in order to undertake this study and will use the minimum personally-identifiable information possible. We will keep identifiable information about you for 6 months unless you have given us permission to keep them in order to be contacted about research after the study has finished. This excludes any research documents with personal information, such as consent forms, which will be held securely at the University of Oxford for 3 years after the end of the study.

What personal **information will we ask you to give us to use in this study?**

* Your child’s name, date of birth, gender and ethnicity.
* Information about your child’s anxiety, mood, general lifestyle, education, psychological treatments and use of health and other services.
* Your name, address, telephone number, email address, age, relationship status, gender, ethnicity and household circumstances.
* Information about you/your partner’s: level of education, employment, income, general lifestyle and use of services.
* The local child mental health service may use your name, Child’s NHS number, home address, and contact details to contact you about the research study, and to oversee the quality of the study. They will receive a copy of your signed consent form, which contains identifiable information about you. We will ask them to attach this to your medical records and they will retain it in line with their usual policies for medical notes.
* Your child’s GP will be sent a letter or secure email to inform them of your and your child’s involvement in this study, with a copy of the study information sheet.

## How will we keep your personal information safe?

We will store all your personal information on a secure University network. Your personal information will be stored under a unique ID. We will have a document that links your/your child’s name and contact details to your unique ID and we will store this document separately from all other information we hold about you.

If you are allocated to the OSI treatment, the information you enter there will be kept secure and can also be viewed by your therapist. The research team will only be able to access information that has been de-identified (i.e. the information will be linked to your study code, and not to your or your child’s name). The information we can access from the website includes information on usage, for example, when and for how long you have logged on to the website. You will be required to agree to the OSI Terms and Conditions when you are set up on this system, and be able to review the website’s privacy policy.

**What will happen to my data at the end of the study?**

We may share data collected as part of the research study with other researchers outside of the University but this will be in a format that does not identify you. Any data that is published as a result of the research study will not identify you.

If you withdraw from the study after the final assessment we may continue to use and store the information provided for the purpose of the research.

Data protection regulation provides you with control over your personal data and how it is used. When you agree to your information being used in research, however, some of those rights may be limited in order for the research to be reliable and accurate. Further information about your rights with respect to your personal data is available at

<https://compliance.web.ox.ac.uk/individual-rights>

You can find out more about how we use your information by contacting the research team (cocat@psych.ox.ac.uk); the trial manager - Lucy Taylor (lucy.taylor@psych.ox.ac.uk) or the Chief Investigator - Professor Cathy Creswell (cathy.creswell@psych.ox.ac.uk).