

iCATS-i2i Team

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iCATS-i2i

identifying Child Anxiety Through Schools-Identification to Intervention Feasibility Study

Privacy Notice for school staff and other professionals

Ethics Reference (R71772/RE001)

What is research data?

Research data is all the information we collect about you during research

What is personal data?

Any research data that can identify you is personal data (e.g. name, email address). Some more sensitive categories of personal data are known as **sensitive (or special category) data** (e.g. ethnicity).

Why do we collect, use and store your personal data?

For the purpose of research in the public interest.

Personal and sensitive data we collect helps us to understand and describe the research findings. We will also collect some personal data to allow us to contact you about the research.

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

We will ask you to give us the following personal data to help us understand and describe the research findings:

- Your age, gender, ethnicity, information about your occupation
- If you take part in an interview or discussion group, audio-recordings of these sessions

We will ask you to provide the following personal information to allow us to contact you about the research:

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participants V1. 23.10.2020

- Your name, your email address, your telephone number

How will we keep your personal data safe?

- Personal data will be collected from you using a secure website, with end-to-end encryption and/or on paper, and using audio-recorders
- Data collected on paper will be temporarily stored in locked filing cabinets, and once securely digitised will be stored on a secure server and paper copies will be destroyed.
- Audio recordings will be temporarily stored on audio-recorder devices, and once transferred to a secure server, they will be permanently deleted from audio-recorders.
- We will transcribe interviews and discussion groups, and will not include any information that could reveal your identity in transcriptions. We will use an external transcriber who has been approved to work with the University of Oxford and has signed a confidentiality agreement.

Your personal information will be stored under a unique ID. We will have a document that links your name and contact details to your unique ID and we will store this document separately from all other information we hold about you. All other information we collect about you and your family will be labelled with this unique ID. Files with audio-recordings will be labelled using your unique ID and will be stored separately from all other information we hold about you.

- Any data or findings from the research that is published will not identify you or your child. We may use direct quotes from interviews or discussion groups in publications, but this will not include any information that could identify you

How long will we store your personal data?

We will only store your personal information for as long as it is required for research purposes and appropriate safe-guards are in place.

1. Consent forms: these will be stored for a minimum of 3 years after the end of the research project.
2. Audio-recordings of interviews and discussion groups – audio-recording will be stored until recordings have been transcribed, and transcriptions thoroughly checked. This means that audio files will be destroyed by the end of the project.
3. With your permission, we may ask to retain your contact details after the end of the project so that we can invite you to take part and input on future related studies.

All other personal data we hold will be permanently destroyed at the end of the project (once data collection is complete and all data and information has been carefully checked) .Other research data we hold beyond the end of the project will not include any information that could identify you or your family.

If you withdraw from the research after date collection is complete, we may continue to use and store information you provided for the purpose of the research. This information would not include anything that could identify you or your family.

Who is responsible for protecting your personal information?

The University of Oxford is responsible for protecting your personal data (the 'Data Controller').

Who should I contact if I have concerns about data protection or my rights?

data.protection@admin.ox.ac.uk

What are your rights under data protection law?

You have certain rights under data protection law which are to:

- Withdraw your consent
- Access your personal data or ask for a copy
- Rectify inaccuracies in personal data that we hold about you
- Be forgotten, (i.e. your details to be removed from systems that we use to process your personal data)
- Restrict uses of your data
- Object to uses of your data, e.g. retention after you have withdrawn from a study

Some restrictions apply to the above rights where data is collected and used for research purposes.

You can find out more about your individual rights on the University of Oxford website at <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/> and on the

website of the Information Commissioners Office (ICO) at <https://ico.org.uk>

You also have a right to complain to the ICO if you are unhappy with how your data has been handled.