

## MY-CATS Team

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### MY-CATS: Minimising Young Children's Anxiety Through Schools

#### Privacy Notice for school staff

Central University Research Ethics Committee (CUREC) Approval Reference: R62531/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. This included data that directly identifies you (e.g. name, school name, audio recordings, email address), and also research data that could potentially reveal a member of staff or school's identify if linked to other information (e.g. information labelled with a unique ID, and the ID is linked to an individual's name elsewhere). 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 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 participants about the research.

#### What personal data will we ask school staff to give us to use in this study?

We will ask school staff who take part in qualitative interviews to give us the following personal data to help us understand and describe the research findings:

- Your age, gender, ethnicity and information about your occupation
- Audio-recording of the interview

This project is funded by Kavli Trust.  
The views expressed are those of the author(s)  
and not necessarily those of Kavli Trust.



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

- Your name, email address and telephone number

#### **How will we keep school staff's personal data safe?**

- Personal data will be collected from you using a secure website, with end-to-end encryption, and using audio-recorders
- 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 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.
- Responsible members of the University of Oxford may also need to see the information we collect for data monitoring and auditing purposes.

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. This document will be destroyed once data analysis has been completed and carefully checked. All other information we collect about you and your school 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. We may use direct quotes from interviews 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 – audio-recordings will be stored until recordings have been transcribed, transcriptions thoroughly checked and detailed analysis is complete.
3. The document that links your name and contact details to your unique ID will be stored until all analysis is complete, and then permanently deleted. Beyond this point,

other research data we hold will not include any information that could directly identify you or your school.

If you withdraw from the research after data 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 directly identify you or your school.

### **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](mailto: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.