

iCATS-i2i Team

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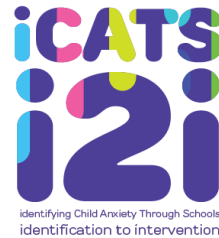
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iCATS-i2i

identifying Child Anxiety Through Schools

Privacy Notice for school staff and other participants

Ethics Reference (R66068/RE0012) V2.0 19.01.2024

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 and to provide payments to teachers and schools.

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, audio-recordings of this session

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

- Your name, your email address, your telephone number

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We will also ask schools and teachers to provide information to allow us to make payments to compensate staff for their time, including:

- Full name, address and bank details

How will we keep your personal data safe?

- Personal data will be collected from you using a secure website 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 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.
- We will share information for payments (name, address, bank details) with colleagues from the University of Oxford finance department via a restricted access electronic form.

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 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 safeguards are in place.

1. Consent forms will be stored for a minimum of 3 years after the end of the research project.
2. Audio-recordings of interviews 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. The research team will store information for school and participant payments (name, address, bank details) until payments have been made. The University of Oxford finance department will store this information for up to 7 years, in line

with the University of Oxford finance documents retention policy
(<https://finance.admin.ox.ac.uk/financial-processes>)

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.

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 identify you.

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.