

## Privacy Notice

This notice is to outline the basis for data processing for this research project and to outline your rights with respect to processing of those data. These rights are as set out in the General Data Protection Regulation (GDPR), which superseded the Data Protection Act from May 2018.

### 1. Who we are

The Anna Freud Centre, also known as the Anna Freud National Centre for Children and Families, is a registered mental health charity, and is the data controller for this data processing. This notice informs you how we may use the personal data we collect from families who participate in this study. If you have any questions about the content of this notice you can contact us at:

- Julian Edbrooke-Childs: [julian.edbrooke-childs@annafreud.org](mailto:julian.edbrooke-childs@annafreud.org)
- Write to us: Anna Freud National Centre for Children and Families, 4-8 Rodney Street, London N1 9JH.
- Our Data Protection Officer is Susan Henry, [DPO@annafreud.org](mailto:DPO@annafreud.org) 020 7794 2313

### 2. Purpose of the processing and the lawful basis for the processing

We are collecting your personal data to enable us to conduct a research study, which explores young people's views about making mental health research more inclusive of young people from minoritised ethnic groups. This will help us to understand how to better conduct research in the future. Your participation and data will not affect your legal rights.

This research project will hold up to 3 types of your data:

- Your focus group audio recording and (anonymised) focus group transcript
- Your name and contact details
- Your gender and ethnic identities, which are necessary to understand if different people have different views on making mental health research more inclusive

The legal basis for processing these data for the research project is performance of a task in the public interest (Article 6 (1)(e) and Article 9(2)(j) of the General Data Protection Regulation). This means that personal data can be processed where necessary for the performance of a task carried out in the public interest. In this case it is to carry out research and inform future health provision.

### 3. Who we share your data with

We will not be transferring any identifiable information outside the UK and will be taking appropriate measures to ensure it remains secure at all times. If we ask a different organisation to transcribe the recordings for us, we will make sure that this organisation also keeps your data strictly confidential.

### 4. How long we retain your data

Your data will be held securely until the end of the research study, December 2021, after which it will be anonymised and kept for up to 10 years for research purposes. Then we review it before secure disposal.

### 5. Your data rights

Under data protection law, you have rights we want to make you aware of. The rights available to you depend on our reason for processing your information and may only apply in certain circumstances. You can check the Information Commissioner's website for more detail or contact the DPO.

The General Data Protection Regulation is designed to protect and support the following personal data rights for everyone in the UK:

- **The right to be informed**
  - about who is processing your data, this is set out at the bottom of this note.
- **The right of access**
  - to understand what is being collected and how it is being used, a Subject Access Request.
- **The right to correct data**
  - the right to correct incorrect records
- **The right to be forgotten**
  - the right to request that data is removed/deleted
- **The right to restrict processing**
  - the right to request that data be held but not processed unless necessary
- **The right to data portability**
  - the right to a copy of your data in a useable format
- **The right to object**
  - you may object to your data being processed although this does not apply to the processing of data for research purposes, as in this instance.

You are not required to pay a charge for exercising your rights. We generally have one month within which to respond to your request.

Please contact us at [DPO@annafreud.org](mailto:DPO@annafreud.org) if you wish to make a request with regard to any of your rights.

## 6. Ethics Consent

In addition to these data protection rights we also consider your ethical rights. This research has been approved by the UCL Research Ethics Committee [Project ID Number: 14037/007] and as part of that approval process we are required to have your consent for your participation in this study.

If you, at any time, want to withdraw from the study we will respect that decision and cease to use your data. You can contact us using the contact details included at the top of this notice to make such a request. The only exception to this is where we have already included your data in our analysis – at this point your data would have been combined with all the other data, and it wouldn't be possible for us to remove yours from the analysis.

## 7. Making a complaint

If you feel we may not be handling your data appropriately or if you have any queries or concerns about this you can contact us, [dpo@annafreud.org](mailto:dpo@annafreud.org).

You can also, at any time, make a complaint about our processing of your data to the Information Commissioner, <https://ico.org.uk/global/contact-us>.

## 8. Obligation to provide data and automated decision making

You can choose to participate in the study, in which case we do require your data. We do not use profiling or automated decision making when processing your data for any purpose.

This notice was last updated on 30/04/2021