

Supporting mental health in schools with digital peer support and wellbeing data

Privacy Notice

1. Who we are

The Anna Freud Centre, also known as the Anna Freud National Centre for Children and Families, is conducting a research project, '*Supporting mental health in schools with digital peer support and wellbeing data*', funded by SBRI Healthcare. This notice informs you how we will use personal data collected for the purposes of conducting the research. If you have any questions about the content of this notice you can contact us at:

- Julian Edbrooke-Childs: 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 Rachel Hart, DPO@annafreud.org

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

We are trying to understand how to better support young people's mental health in schools. There are two aims:

1. To examine young people's views and experience of a digital peer support tool (Tellmi) with a focus on hearing the voices of young people from marginalised groups.
2. To examine how reports on mental health data (Tellmi Data Insights) from schools are implemented and used to better support students.

We are collecting your personal data where you express an interest in participating and/or agree to participate. This project will hold up to 4 types of participant personal data, provided by you:

- Your name and contact details and your parent/carer contact details if you are under 16
- Your gender, ethnicity, sexual orientation, and neurodiverse identities
- Your survey responses
- Your discussion responses (audio)

The UK GDPR basis for processing these data is Legitimate interest, Article 6(1)(f), specifically research purposes (Article 9(2)(j)) and DPA (2018) Schedule 1 part 1 paragraph 4. This allows us to process your personal data for research purposes where appropriate care is taken to manage the data securely.

3. Who we share your data with

Any audio files that are recorded will be shared with our external transcription service. We have a data sharing agreement in place to do this securely and confidentially.

We will not share your data with any other external partners or agencies. Generally, we will ask your permission before we share your data, but in some circumstances, we are legally obliged to share information, for example under a court order. Where we do share, we satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

We will be managing the data on Centre IT systems, based in the UK and will be taking appropriate measures to ensure it remains secure at all times.

4. How long we retain your data

Your personal data will be held securely until the end of the project, March 2023, after which it will be securely disposed of but we will retain the consent forms and the anonymised survey and interview contributions for research purposes for a minimum of 10 years.

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 [<https://ico.org.uk/your-data-matters/>] for more detail or contact the DPO.

- **The right to be informed**
- **The right of access**
- **The right to correct data**
- **The right to be forgotten**
- **The right to restrict processing**
- **The right to data portability**
- **The right to object to our processing**

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 if you wish to make a request with regard to any of your rights.

6. Withdrawal from the project

If you no longer want to participate in the '*Supporting mental health in schools with digital peer support and wellbeing data*' project you can withdraw at any time and 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. You can do this up to two weeks after the discussion or survey was conducted, because after this point your data will have been combined with all the other data and it will not be possible for us to remove any individual contribution from the analysis as it will not be individually identifiable.

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.

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 research, 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 29/11/2022