

Dear Parent/Guardian,

HeadStart is working in partnership with your child's school and a number of schools across England. As part of HeadStart, we began measuring wellbeing in young people in your child's year group in 2017 and will continue doing so for the next three years. Some of you may have opted your child out from this research project last year or the year before, in which case please disregard this letter as they will not be involved in this research.

For those with children who are involved you may remember that this involves your child, along with all pupils in their year group, completing a short online questionnaire at school. It asks questions about how your child feels about their school, friends, and themselves. This research aims to gain a better understanding of young people's wellbeing. The results will help your child's school understand and support the wellbeing of all pupils.

The notice provided with this letter updates you on the steps we take as part of this research, including how we collect, analyse, make sense of, and present data or information. It also tells you about your rights (and those of your child) in relation to this, including your right to remove your child from this research. If you have any queries please contact us at headstart@annafreud.org.

Best wishes,

Dr Jessica Deighton

HeadStart Principle Investigator

Evidence Based Practice Unit (EBPU)

University College London and the Anna Freud Centre

Jordan House

47 Brunswick Place

London, N1 6EB

What are the researchers allowed to do with information about your child?

HeadStart Privacy Notice

To process information, or data, about your child as part of the HeadStart study, we (the researchers) must have a legal basis (or a reason that is justified by the law) to do so. This note explains the legal basis and the rights that you and your child have related to information about your child we may collect and use. These rights are as set out in the General Data Protection Regulation (GDPR), which is designed to protect and support the personal data rights for everyone in the UK.

This research project will include three types of data about your child which will be put together to create a general picture about young people's mental health support:

1. Child-reported surveys: This is to understand how children and young people feel about their school, friends, and themselves.
2. Information that schools already collect about pupils: Pupil characteristics, such as ethnicity, special educational needs, attendance and attainment. This information will be requested from the National Pupil Database (NPD).
3. Service information: Information from the local authority if children and young people have had any HeadStart support for their emotional wellbeing (e.g. training for teachers about supporting pupils' wellbeing, or peer mentoring for children) since the programme began in September 2016.

Legally, we are able to process this information because it is part of a study carried out in the **public interest**. There is a public interest and value in learning more about how best to support young people's mental health. We will never use the information to identify specific pupils for any reason though.

Under the GDPR you and your child have certain rights, including:

- **the right to be informed** about who is processing your data, we set this out at the bottom of this notice, and
- **the right of access**, to understand what information about your child is being used and how. We will also support your child to withdraw from the research at any time, in which case their information would no longer be included.
- For more details about your rights, please have a look at this website: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

The organisation responsible for the proper handling of your child's information collected for this research is the Big Lottery Fund (the Fund). The Fund has asked the Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, to collect and process the data from this project on their behalf.

We will not move or share information that identifies your child outside the EU and we will make sure that it is held securely at all times.

We will keep the information that could identify individuals for a 7-year period while the research project is taking place. This may be shared with colleagues at the University of Manchester for analysis, who are part of the research team. We will share the combined information with your Local Authority. After that we will make individuals in the data set completely anonymous and this anonymous information may then be used for related research for another 20 years, after which it will be securely destroyed.

Your child's rights related to data processing have been set out in this notice and will be respected. For further information, please see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/> and <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

If you have any concerns or questions about the research or the project please contact:

Dr Polly Casey

HeadStart@annafreud.org

Anna Freud National Centre for Children and Families

Jordan House

47 Brunswick Place

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N1 6EB

Data Protection Officer: dpo@annafreud.org