

iCATS Team

Chief Investigator:

Professor Cathy Creswell

Research Lead:

Dr Tessa Reardon

University of Oxford

Department of Experimental
Psychology, Anna Watts Building,
Woodstock Road, Oxford OX2 6GG

Website: www.i-cats.co.uk

Email: iCATS@psych.ox.ac.uk

Telephone number: 01865 618614



Privacy Notice for Parents/Carers iCATS - identifying Child Anxiety Through Schools Chief Investigator: Prof Cathy Creswell Ethics Reference (R64592/RE001)

What is research data?

Research data is all the information we collect during research about you, your child, and your family.

What is personal data?

Any research data that can identify you, your child or your family is personal data (e.g. name, date of birth, address). Some more sensitive categories of personal data are known as **sensitive data** (e.g. ethnicity, information concerning health).

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.

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 child's date of birth, gender, ethnicity, eligibility for free school meals,
- Information about your child's anxiety, mood, behaviour, general lifestyle
- Your age, relationship status, relationship to your child, gender, ethnicity, household circumstances, housing tenure
- Information about your family and your/your partner's: level of education, employment housing

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

- Your child's name, your child's school name and your group
- Your name, address, telephone number, postcode, email address

We will ask to make an audio-recording of the interview with you and with your child to allow us to check that interviews are always carried out in the same way.

We will also ask for your permission to collect the following information about your child from your child's school record to help us understand and describe the findings:

- gender, ethnicity, eligibility for free school meals, information related to special educational needs, Unique Pupil Number

We will use your child's Unique Pupil Number to collect the following information about your child from the National Pupil Database, held by the Department for Education:

- school attendance and attainment

How will we keep your personal data safe?

- Personal data will be collected from you using a secure website, with end-to-end encryption and/or on paper. Personal data will be collected from your child either using encrypted tablets or on paper.
- Data collected using encrypted tablets will temporarily be stored on encrypted devices, and once securely transferred to a secure server, will be removed from the devices.
- Data collected on paper will be temporarily stored in locked filing cabinets, and once securely digitised will be stored on a secure University server and paper copies will be destroyed.
- Audio recordings of assessment interviews will be temporarily stored on audio-recorder devices, and once transferred to a secure University server, will be removed from audio-recorders.
- Your personal information will be stored under a unique ID. We will have a document that links your/your child's 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 and your family will be labelled with this unique ID.
- We may release data collected as part of the research for other researchers to use, but this will be in a format that does not identify you. Any data or findings from the research that is published will not identify you or your child.

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.

We will store your personal data for the duration of the research project. After May 2020, on an annual basis, we will review whether the data needs to be retained for research purposes or can be safely destroyed. There are two exceptions to this

1. Consent forms: these will be stored for a minimum of 3 years after the end of the research project.
2. Audio-recordings of parent and child interviews – these will be stored for as long as is required to ensure interviews are administered in a consistent way and a consensus reached among research team members about outcomes from the interviews. This

means that audio-recordings may be safely destroyed before the end of the research project.

If you withdraw from the research after 1st April 2020, we may continue to use and store your personal information for the purpose of the research.

Who is responsible for protecting your personal information?

The University of Oxford is responsible for protecting your personal data (the 'Data Controller'). However, the iCATS project is a collaborative project, and the University of Oxford will share this responsibility with collaborating institutions: the University of Reading and the University of Exeter.

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 stud

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 the ICO if you are unhappy with how your data has been handled.

This project is funded by the National Institute for Health Research (NIHR) (RP-PG-0218-20010). The views expressed are those of the author(s) and not necessarily those of the NIHR or the Department of Health and Social Care.

FUNDED BY

NIHR | National Institute
for Health Research