

Privacy Notice for the “Social Workers in Schools” Research Project

1. Introduction

Cardiff University, in collaboration with Oxford University (“we”, “our”), have been commissioned by What Works for Children’s Social Care (WWCSC) to carry out research on an initiative called Social Workers in Schools (SWIS) (“project”). In order to conduct the project we are working with 21 local authorities who are actively putting social workers in schools, and our aim is to evaluate the impact of this on key social care and educational outcomes. Our study protocol is available [here](#).

We are committed to protecting the privacy and security of the personal data of all individuals (“you/your”, “data subject”) whose personal data is processed within the research being conducted. The purpose of this privacy notice is to explain what personal data we process and collect about you when we conduct research for the SWIS project. When we do this, we are the data controller.

Please read this privacy notice carefully as it provides important information about how we handle your personal information and your rights. If you have any questions about any aspect of this privacy notice you can contact us using the information provided below or by emailing us at inforequest@cardiff.ac.uk quoting “SWIS Research Project” in the subject or body of the email.

The list of local authorities who will be collaborating with us for the SWIS Research Project include: City of Wolverhampton Council, Croydon Council, Cumbria County Council, Devon County Council, Ealing Council, Gateshead Council, Haringey Council, Harrow Council, Hull (Kingston Upon), Lambeth Council, Merton Council, Newcastle City Council, Salford City Council, Somerset County Council, Southwark Council, Staffordshire County Council, Sutton Council, Swindon Borough Council, Tameside Metropolitan Borough Council, Tower Hamlets Council, Wirral Metropolitan Borough Council.

2. Personal data we collect

We shall be processing the data of several categories of data subject.

Not all personal data is shared between all parties. Unless we are interviewing you or your child, you or your child’s personal data will remain with your local authority. In order to create the anonymous statistics that will be shared your local authority will need to access the personal data listed below so it can produce the statistics.

We have tried to make this as clear as possible and will provide you with a separate information sheet outlining how data will be used although if you have any queries please contact: SWISTrial@cardiff.ac.uk quoting “SWIS Research Project” in the subject or body of the email.

Please read the section below that is relevant to you:

Children/Pupils

- Your name (interview only)
- Your school (interview only)
- Your school year group (interview only)
- Your local authority (interview only)
- Your answers to interview questions and recordings of those answers (interview only)
- Your answers to surveys you have been given access to by your school
- Your social care record (used by the local authority only)
- Your academic attainment and attendance for the period of the research (anonymised)

Social workers & School Staff

- Your name (interview only)
- Your email address (interview only)
- Your telephone number (interview only)
- Your place of work (interview only)
- Your occupation (interview only)
- Information about your salary (anonymised)
- Your answers to surveys that have been sent to you
- Your answers to interview questions and recordings of those answers

3. How we collect information about you

We may collect personal data in a variety of ways and at a variety of times throughout the research study being conducted. We refer to “primary data collection” when data is collected directly from you and we refer to “secondary data collection” when the data is not collected directly from you. Please read the section below that is relevant to you:

Children/Pupils

- From your local authority within a social care record (secondary data collection) - [anonymised before being shared with us]
- From the National Pupil Database supplied by the Department for Education (DfE) (secondary data collection) - [anonymised before being shared with us]
- From yourself within an interview either online/ telephone or in person if we visit your school (primary data collection)
- From yourself via a voluntary online survey we have made available for your school to share with you (primary data collection) [data subjects are anonymised]

Social workers & School Staff

- From yourself within an online/telephone interview or in person if we visit your school (primary data collection)
- From yourself via an online survey we have sent you (primary data collection)

4. Purposes for which we use personal data and the legal basis

When conducting the research study, we may use your personal data for the following purposes and on the following lawful bases. The table below is relevant to all data subjects involved in the research study:

4.1 Purpose	4.2 Lawful Basis for Processing
<p>To assess whether putting social workers in schools affects the numbers of Child Protection (section 47) enquiries, referrals to children's social care, child in need (section 17) assessments, days in care, education attendance and educational outcomes at Key Stage 4.</p>	<p>Processing is necessary for the performance of a task carried out in the public interest ("Public Task").</p> <p>For information on what this means please follow this link.</p>
<p>To capture and analyse the views and experiences of those involved to understand how SWIS was implemented. This may be in an interview or other correspondence with you.</p>	
<p>To request access to your school's academic data (Key Stage 4), held in the National Pupil Database, from the Department for Education (more information here).</p> <p>[The request will be made in Spring 2023]</p>	
<p>For your local authority to assess costs for social workers and social worker teams and generate aggregate data on costs for salary, recruitment and training/subsistence to be shared with us for cost analysis activities.</p>	
<p>To analyse the outcome of a survey you have submitted.</p>	
<p>For your local authority to assess its records and generate aggregate numbers of children who have been referred to social services during the period of the research project, and share these findings with us.</p>	<p>The lawful basis we shall be relying on is the legitimate interest of the Data Controller.</p>

<p>[Aggregate means total counts (e.g. 5 children were referred, 3 children are in care, total costs). Aggregate data is anonymous.]</p>	
<p>To request your informed consent for participation as part of ethical research practices (you do not have to participate in the research and can withdraw at any time).</p>	
<p>For us to contact you to participate in an interview as part of the activities to get your views and record your experiences of how SWIS was implemented.</p>	
<p>To transcribe the audio captured from any recorded interviews we have with you.</p>	
<p>To send you a survey or surveys to complete as part of the research.</p>	
<p>So data can be put into an archive database for it to inform further research and secondary studies for the betterment of society. All data is anonymised.</p>	<p>Archiving is for societal benefit and therefore processing is necessary for the performance of a task carried out in the public interest, also known as "public task" under UK GDPR Article 6.1(e).</p>

5. Sharing your data

Aggregate data is shared from the local authority to us for the purposes of the project. This means we cannot identify an individual child. All relevant agreements have been put in place between Cardiff University and each local authority working with us, and Cardiff University and Oxford University as collaboration partners.

As part of the research, we will provide the DfE with a list of schools' unique reference numbers (which are publicly available [here](#)) and data related to the pupils at these schools so the DfE is able to make relevant academic attainment data available to us. The academic attainment data will be provided by the DfE in an anonymised format through their secure data access platform, the Office of National Statistics ("ONS") 'Secure Research Service' ("SRS"). Further information on how the ONS SRS keep data secure can be found by following this [link](#). The ONS SRS does not allow any data to be downloaded from their

database and only ONS accredited researchers relevant to this research are permitted to access the data for this project.

We may also share interview recordings to a pre-approved transcription partner. No data will be shared outside the United Kingdom.

At the end of the research project all anonymised statistical research data will be transferred to the WWCS secure data archive. This archive is also hosted and stored by the ONS SRS and is separate to the previous use of the ONS SRS database location. WWCS is the data controller for this anonymised data and access to any data stored within the data archive is controlled by the ONS and WWCS only. The duration of retention is indefinite. Further information on how the ONS SRS keep data secure can be found by following this [link](#).

There may be scenarios where we are subject to a legal obligation to disclose or share your personal data, such as with law enforcement agencies, regulatory bodies or public authorities in order to prevent or detect crime. We will only ever disclose your personal data to these third parties to the extent we are required to do so by law.

6. How long we keep your data

Data shall be reduced, redacted, de-identified and deleted at appropriate times so we retain the minimum amount of data possible throughout the research study. If we have interviewed you or your child we shall keep your or your child's name and contact details up to 5 years after the end of the research study. We will then dispose of your name and contact details by securely deleting your data.

Transcription vendors are instructed to confirm deletion of interview recordings and any copies of transcriptions of interviews upon a successfully reviewed and checked delivery of the transcription to Cardiff University.

When the project is finished, we will create a set of research outputs. We make sure there is no information, in any of the outputs, that could identify you. Outputs include:

1. Creation and delivery of a research report to our funder WWCS
2. Publication of the research report in accessible locations online
3. Publication of the research findings in academic and scientific journals
4. Presentations delivered at relevant conferences and social worker meetings
5. Podcasts and videos accessible online

We hope that the research will help inform practice and future service design in relation to the SWIS project.

Statistical data (anonymous data) collected is held for 15 years after the end of the research by Cardiff University as the results of the SWIS study may directly inform UK government policy it is likely they may be subject to scrutiny and this may occur many years after the end of the study.

The 15 year retention period is based on the United Kingdom's Medical Research Council (MRC) retention framework for research data and records (found [here](#)). This guidance states, "*For population health and clinical studies - The MRC expects that research data / records be retained for 20 years after the study has been completed.*"

We propose to retain data for 15-years as this is a lower risk study than, for example, a Clinical Trial of an Investigational Medicinal Product (i.e. a drug trial). Data will be retained

for this period as it provides an audit trail were the study to be selected for an inspection or in the case of research, fraud. It also supports Open Science and promotes reproducibility which is important for transparency.

Archived data within the ONS SRS shall remain in an anonymous form within the archive for an indefinite period of time.

7. How we protect your data

We implement appropriate technical and organisational measures to protect data that we process from unauthorised disclosure, use, alteration or destruction. Data protection assessments are conducted for each research project and all recipients of data used within any research data.

Your information is held on secure servers at Cardiff University and Oxford University with access only granted to those working on the project. Access is controlled by Cardiff University's secure access policy for the duration of the research study period.

We will always keep these under review to make sure that the measures we have implemented remain appropriate.

8. Your rights and options

You have the following rights in respect of your personal data:

- You have the right of access to your personal data and can request copies of it and information about our processing of it.
- If the personal data we hold about you is incorrect or incomplete, you can ask us to rectify or add to it.
- Where we are using your personal data with your consent and relying on consent as the lawful basis for processing your personal data, you can withdraw your consent at any time.
- Where we are using your personal information because it is in our legitimate interests to do so, you can object to us using it this way.
- Where we are using your personal data for direct marketing, including profiling for direct marketing purposes, you can object to us doing so.
- You can ask us to restrict the use of your personal data if:
 - It is not accurate,
 - It has been used unlawfully but you do not want us to delete it,
 - We do not need it any-more, but you want us to keep it for use in legal claims, or
 - if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request.
- In some circumstances you can compel us to erase your personal data and request a machine-readable copy of your personal data to transfer to another service provider.
- You have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you.

Rights in relation to automated decision making and profiling are not relevant in this study (i.e. we do not use automated decision making).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise your rights, please contact us at inforequest@cardiff.ac.uk

9. How to Complain

You can also lodge a complaint with the Information Commissioner's Office. They can be contacted using the information provided at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://ico.org.uk/concerns/>.

10. Contact us

If you have any questions, or wish to exercise any of your rights, then you can contact:

Project: Social Workers in Schools
Email: SWISTrial@cardiff.ac.uk
Organisation: Cardiff University
Address: Data Protection Officer, Compliance and Risk, University Secretary's Office,
Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

Alternatively, you can email the University Data Protection Officer at inforequest@cardiff.ac.uk

11. Changes to this privacy notice

We may update this notice (and any supplemental privacy notice), from time to time as shown below. We will notify you of the changes where required by applicable law to do so.

Last modified 10 September 2021.