

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 one final year. Some of you may have opted your child out from this research project at some point since 2017, 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. This year, based on feedback and suggestions from pupils about what has been missing from the survey in previous years, Year 11 pupils will be asked questions about how they identify their gender and sexuality. There will also be some additional optional questions that ask how your child felt during the coronavirus pandemic lockdown and what things helped with their wellbeing during that time. 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,



Professor Jessica Deighton
HeadStart Principal Investigator
Evidence Based Practice Unit (EBPU)
University College London and the Anna Freud Centre
Kantor Centre of Excellence
4-8 Rodney Street
London
N1 9JH

What are the researchers allowed to do with information about you?

HeadStart is working in your school. It is a new service, so we are running a research project to understand how it may help schools and young people. As part of the HeadStart research project, we (the researchers) will collect the following types of information about you and other young people who have completed the online questionnaire:

1. Your questionnaire answers: This is to understand how young people your age feel about their school, friends, and themselves. There will also be some additional optional questions that ask about how you felt during the coronavirus pandemic lockdown and what things helped with your wellbeing during that time. This year, Year 11 pupils will be asked questions about how they identify their gender and sexuality.
2. Information about you that is usually collected by your school: For example, what your ethnic background is, whether you have free school meals or whether you have any learning needs.
3. Service information: Lots of young people need some extra support from time to time depending on how they are feeling or coping with things. If you have had some extra support since HeadStart began in September 2016, this information will be given to us by the people providing the support.

We will keep this information for 7 years, while the research project is being carried out.

We will never use this information to single you out, or to tell your teachers or parents things that they don't already know.

In this project, the law in England allows us to use your information because doing so is in the 'public interest'. This is because this project will help others to understand more about young people's wellbeing and what sort of support young people find most useful

However, you can still tell us what to do, or what not to do, with your information (i.e. you have rights!). Among other things, you can:

- Ask us to tell you more about who is handling your information, who it is being shared with and what they are doing with it
- Ask us to stop using, and delete, the information we have collected about you
- For more details about your rights, please have a look at this website: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you don't want us to use your information or you would like to ask us for more information, please tell your teacher or parent/carer, or let us know directly using the contact details below.

At the end of the research project, we will destroy any information that allows us to know who you are, but may still use the information that doesn't link back to your personal details for research for another 20 years.

The organisation who are in charge of making sure we use your information properly is called The National Lottery Community Fund, in some instances (see point 3 above; service information) your local authority will also share this responsibility. The National Lottery Community Fund have asked the researchers at the Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, to collect and use your information from this project for them.

Dr Polly Casey, HeadStart@annafreud.org, Anna Freud National Centre for Children and Families, Kantor Centre of Excellence, 4-8 Rodney Street, London, N1 9JH. [DPO: dpo@annafreud.org]

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. Additional survey items have been added to the 2020/21 survey, which collect data on self-identified gender and sexuality (Year 11 pupils only) and ask about how pupils felt during the coronavirus pandemic lockdown and what things helped with their wellbeing during that time.
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 National Lottery Community 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 for use towards limited, agreed purposes (to understand how the HeadStart programme may help schools and young people locally). 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
Kantor Centre of Excellence
4-8 Rodney Street,
London N1 9JH

Data Protection Officer:
dpo@annafreud.org

Scott Hyland
Scott.Hyland@tnlcommunityfund.org.uk
The National Lottery Community
Fund,
1 Plough Place,
London EC4A 1DE

Data Protection Officer:
data.protection@tnlcommunityfund.org.uk