

# National Institute of Economic and Social Research (NIESR)

## Privacy Notice for the “Designated Safeguarding Leads” Evaluation

### 1. Introduction

The National Institute of Economic and Social Research (NIESR) is collecting personal data to enable the evaluation of the Supervision for Designated Safeguarding Leads (DSLs) scale-up programme.

The programme aims to improve knowledge and understanding of Children’s Social Care processes and issues, resulting in reductions in inappropriate contacts to Children’s Social Care, and reducing employee stress and anxiety, in particular nominated employees with the title, Designated Safeguarding Lead. The programme comprises monthly supervision sessions for these employees, delivered by a social worker.

NIESR is committed to protecting the privacy and security of the personal data we collect about evaluation participants (“you/your”). The purpose of this privacy notice is to explain what personal data we collect about you when we conduct research for the Designated Safeguarding Leads evaluation project. When we do this, we are the data controller.

The programme and evaluation are being funded by What Works for Children’s Social Care (“WWCSC”) who are acting as a partner and joint data controller within the programme. A professor at the University of Westminster is acting as an expert advisor to the evaluation although not receiving any personal data used in the evaluation.

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 [l.stokes@niesr.ac.uk](mailto:l.stokes@niesr.ac.uk) quoting “Designated Safeguarding Leads” in the subject or body of the email.

### 2. Personal data we collect

We shall be processing the data of several categories of data subject. Please read the section below that is relevant to you:

#### Nominated Employees (Designated Safeguarding Leads)

- Your name
- Your job title
- Your gender
- Your email address
- Your place of work (name of school)
- Your answers to interview questions

- Your answers to survey questions
- Information about your wellbeing in relation to your role (“Health Data”)

#### **Other Relevant School Staff**

- Your name
- Your job title
- Your gender
- Your email address
- Your place of work (name of school)
- Your answers to interview questions
- Your answers to survey questions
- Information about your wellbeing in relation to your role (“Health Data”)

#### **Supervising Social Worker**

- Your name
- Your job title
- Your gender
- Your email address
- Your place of work (name of local authority)
- Your answers to interview questions

#### **Other relevant local authority staff**

- Your name
- Your job title
- Your gender
- Your email address
- Your place of work (name of local authority)
- Your answers to interview questions

### **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:

#### **Nominated Employees (Designated Safeguarding Leads)**

- From local authorities (secondary data collection)
- From your school (secondary data collection)
- From yourself within an online/telephone interview (primary data collection)
- From yourself via an online survey we have sent you (primary data collection)
- From the Supervising Social Worker

#### **Other Relevant School Staff**

- From local authorities (secondary data collection)
- From your school (secondary data collection)

- From yourself within an online/telephone interview (primary data collection)
- From yourself via an online survey we have sent you (primary data collection)
- From the Supervising Social Worker

#### **Supervising Social Worker**

- From local authorities (secondary data collection)
- From yourself within an online/telephone interview (primary data collection)
- From yourself via an online survey we have sent you (primary data collection)

#### **Other relevant local authority staff**

- From local authorities (secondary data collection)
- From yourself within an online/telephone interview (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:

<b>4.1 Purpose</b>	<b>4.2 Lawful Basis for Processing</b>
To conduct research on the monthly supervision sessions for the Nominated Employee and assess whether there is an improvement to the wellbeing of the Nominated Employee and understand if there is a change in the frequency and type of social care referrals by schools.	Processing is necessary for the performance of a task carried out in the public interest (“Public Task”).
To conduct the project evaluation based on the data you have provided.	
<p>To request your informed consent for participation as part of ethical research practises (you do not have to participate in the research and can withdraw at any time).</p> <p><b>Please note:</b> should the analysis of your data begin we would not be able to remove your data from being analysed as part of the research despite you withdrawing your consent for participation. The lawful basis for analysis shall be “public task” (see above). We will however remove and reduce as much as we can, when we</p>	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.

can if you withdraw consent for participation.	
For NIESR, the Local Authority or your employer to contact you to participate in an interview as part of the evaluation.	
For NIESR, the Local Authority or your employer to send you invitations to complete surveys as part of the evaluation.	
To transcribe the audio captured from any recorded interviews we have with you (not all participants will be interviewed).	
To identify whether you have agreed to participate in the survey.	
To identify your data, which would be deleted where possible, should you no longer agree to have your data processed for the purpose of conducting the evaluation.	
To assess your wellbeing through the processing of health data.	Archiving, research and statistics in accordance with the conditions of the UK <a href="#">Data Protection Act 2018 Schedule 1 Part 1</a> .
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.	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).

## 5. Sharing your data

Your personal data will never be shared, stored or accessed outside the UK.

Any data shared with the below categories of recipients is the minimum necessary for the task they have been instructed to carry out on our behalf or in conjunction with us. Each category of recipient is subject to pre-approved review to ensure comparative technical and organisational measure for keeping the data secure.

1. Transcription vendors.
2. Online survey platform providers.
3. Archiving location within the Office of National Statistics (“ONS”) ‘Secure Research Service’

Statistical, anonymous research data shall be transferred to the WWCS secure data archive hosted and stored by the ONS ‘Secure Research Service’. Access to any data stored within the 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.

We may also share your personal data if we choose to sell, transfer, or merge parts of our business and/or group, or our assets in the future. Or we may seek to acquire other businesses or merge with them. During any such process, we may share your data with other parties. We will only do this if they agree to keep your data safe and private. If a change to our group happens, then other parties may use your data in the same way as set out in this notice.

## **6. How long we keep your data**

Data shall be reduced, redacted, de-identified and deleted at appropriate times so we remain the minimum amount of data possible throughout the research study. Aside from storing data in the WWCS data archive, described above, we shall keep your personal data up to 6 months after the end of the research study which is currently scheduled for 31/12/2022.

This is dependent on any potential extension to the delivery of this programme after March 2022. Where this happens the latest date for deletion of data, outside of the data that has been archived, will be 30/06/27 or 5 years from the delivery of the final report, whichever is earlier.

Transcription vendors are required to store data securely and in line with a confidentiality agreement between the transcription company and NIESR.

Archived data within the ONS Secure Research Service shall remain in an anonymised 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 securely stored on a dedicated drive, and access is controlled by NIESR'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.

Your personal data is not subject to any automated decision-making.

## **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, 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.

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 [l.stokes@niesr.ac.uk](mailto:l.stokes@niesr.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: Designated Safeguarding Leads

Organisation: National Institute of Economic and Social Research (“NIESR”)

Address: 2 Dean Trench Street, London, SW1P 3HE

Alternatively, you can email us at [l.stokes@niesr.ac.uk](mailto:l.stokes@niesr.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.