

Social Worker Health Check Full Pilot

Privacy Notice

Summary

What Works for Children Social Care is a research centre aiming at improving outcomes for children, young people and families by providing the best available evidence to practitioners and other decision makers across the children's social care sector.

This privacy notice aims at informing you how we collect, use and store your personal data. You will be presented with it prior to us requesting consent for processing your data and it will also be available on our website (<https://whatworks-csc.org.uk/research-project/social-work-health-check/>). In accordance with the General Data Protection Regulation (GDPR), you have the right to access your personal data and supplementary information and to be aware of and verify the lawfulness of the processing. We encourage you to read this notice carefully so that you are aware of how and why we are using such information.

The Local Government Association's (LGA) employer standards for all employers of social workers states that employers should complete, review and publish an annual health check to assess the working conditions of their workforce. As part of our work to understand how to better support social workers, WWCS are developing a survey to assist employers to complete their annual social worker health check. This specific piece of analysis aims to validate the proposed survey instrument to ensure that it is valid and reliable.

What data will we collect?

During the validation of the survey instrument, we shall collect the following categories of personal data:

- 1) Your views on your working life and your workplace.
- 2) Special category data we are using is data concerning health, specifically well-being (mental health and stress)
- 3) Demographic characteristics include gender, age, ethnicity and disability.

How do we collect your data ?

You will have been invited to participate by your principal social worker. We will collect your data via the online survey platform, Qualtrics (<https://www.qualtrics.com/uk/>). If you choose to participate in the additional telephone interview, with your consent, we will contact you on the number / link you provide and record your responses to the questions via an audio device.

Qualtrics is GDPR compliant, ISO 27001 certified and data is encrypted in transit. Qualtrics processes all our data in the EU and does not ordinarily transfer our data outside the EU. However, if we contact support the call may be handled by someone in the USA. This is a potential transfer of data to the USA. Should any such transfer occur, it would be covered by the USA Privacy Shield framework, and allowed by GDPR as providing adequate safeguards.

How will we use your data ?

We will use your data to validate a questionnaire for the purpose of researching social worker well-being. The processing of the data constitutes “scientific research” for the purposes of processing special category data (in this case data about your health, specifically your well-being).

We will use your data to produce a summary report of participants’ answers for your employer. The purpose of the report is to give your employer a ‘snapshot’ of the experiences of the workforce. Data will be presented in summary form e.g. x% of social workers participating chose this response. The report is subject to checks to make sure that no individual can be identified from the information presented.

We will share pseudonymised data with your employer. This means that your employee will receive a data file containing the individual responses of social workers in their employment but will not receive information that would allow them to identify you. We define pseudonymisation, removing the following information from the dataset:

- First letter of first name
- First and second letter of second name
- Demographic characteristics

Your data will only be used for these purposes.

If you choose to participate in the telephone interview, your interview may be transferred to a third party for transcription purposes. It will not be transferred to any other third parties.

How will we store your data ?

The data will be stored securely and accessible only to team members who require access for the purposes of the analysis outlined above. Information removed in pseudonymisation will be stored on

an encrypted hard drive and stored in an electronic safe which is located in our offices. Pseudonymised data will be stored in restricted access folders on the organisational Google Drive. Pseudonymisation reduces the risk of identification. The analysis will be complete by January 2021 and stored until 2 years after the analysis is complete (January 2023).

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold.

You also have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you would like to ask for information held, for your data to be rectified or deleted or for restriction of processing, please contact Vicky Clayton (vicky.clayton@whatworks-csc.org.uk) with the first letter of your first name, the first two letters of your second name and the name of your local authority. We may require additional demographic information to uniquely identify you in the dataset to fulfil your request. We will not be processing the data for the purposes of direct marketing and you will not be subject to decisions based on automated processing.

WWCSC is a controller for the data as we decided our purpose of the processing, what data should be collected and which individuals to collect data about.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance (dpo@whatworks-csc.org.uk) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 30th June 2020.

Contact

If you would like to discuss anything in this privacy notice, please contact: Vicky Clayton, Data Science Manager, What Works Centre for Children's Social Care who is the Lead Contact for the project, on vicky.clayton@whatworks-csc.org.uk.

GDPR Legal Basis

Under the General Data Protection Regulation (GDPR), the lawful basis for data processing is consent. The consent is obtained from respondents prior taking the survey. The lawful basis for processing special category data is that it is necessary for scientific, historical research and statistical purposes.