

What Works for Children's Social Care

Privacy Notice for the "Increasing Diversity in Social Work Management - Online Studies" Evaluation

Introduction

What Works for Children's Social Care and its affiliates, subsidiaries and related entities ("WWCSC", "we", "our") is committed to protecting the privacy and security of the personal data we collect about end customers and users of our services ("you/your").

The purpose of this privacy notice is to explain what personal data we collect about you when we conduct research for the Increasing Diversity in Social Work Management - Online Studies evaluation 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 dpo@whatworks-csc.org.uk quoting "Increasing Diversity in Social Work Management - Online Studies" in the subject or body of the email.

Personal data we collect

- Your email address
- Your occupation
- Your sex
- Your age
- Your ethnicity
- Your answers to the survey questions

How we collect information about you

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).

- From yourself via an online survey we have sent you (primary data collection)

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:

Purpose	Lawful Basis for Processing
To strengthen the effectiveness of the social care profession and the quality of the services it provides to children and families.	Processing is necessary for the performance of a task carried out in the public interest.

To analyse the outcome of a recruitment based survey within the Social Care Sector.	
To be able to send you a voucher for your participation in the survey. (Email Address only which is not used as part of the survey and is separated from the survey data upon extraction from the survey platform.)	The lawful basis we shall be relying on is the legitimate interest of the Data Controller. Where we rely on our legitimate interests, we will always make sure that we balance these interests against your rights.
To capture demographic data for the purposes of the analysis. In this case Ethnicity.	We shall rely on consent for this action where consent is given voluntarily when you decide to answer this specific survey question. It is clearly stated before you participate in the survey that if you do not wish to give your consent for special category data (Ethnicity) to be analysed you should not participate in the survey.

Sharing your data

It is unlikely that we'll ever share your personal data outside the UK. If, however, it becomes necessary for the purposes of conducting our research we will only share it with organisations in countries benefiting from a European Commission adequacy decision or on the basis of Standard Contractual Clauses approved by the European Commission (both of which are recognised by the UK) which contractually oblige the recipient to process and protect your personal data to the standard expected within 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. Pre-approved online survey platform providers.
2. Archiving location within the Office of National Statistics ("ONS") 'Secure Research Service' (de-identified anonymous data only).

As with our other projects, we anticipate that the anonymised research data (all data other than email address) shall be transferred to our secure data archive. This archive is hosted and stored by the Office of National Statistics ("ONS") 'Secure Research Service' on our behalf, we are the data controller and access to any data stored within the archive is controlled by the ONS and WWCS only. 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.

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. This includes removing email addresses from the downloaded survey data upon download so they can never be re-associated with each other therefore making the survey data extract anonymous.

Once email addresses have been used to send vouchers to you we shall retain your email address and any correspondence with you for a further two months from the point the voucher has been sent to you for the purpose of resolution of any issues that may occur.

Email addresses shall remain within the pre-approved survey supplier platform, which has limited access, for the duration of the survey and upto 6 months after the survey has been closed down and is over. This survey is due to complete in August 2021 although due to the nature of research and the requirement to capture a certain volume of data this may be extended by upto 12 months. At this point the data shall be deleted from the survey platform provider.

The remaining survey data which has been extracted is non-identifiable, anonymised data at the point any email addresses have been removed from the extract.

Archived data within the ONS 'Secure Research Service' shall remain in an anonymised form within the archive for an indefinite period of time.

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 WWCS'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.

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

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:
 - o It is not accurate,
 - o It has been used unlawfully but you do not want us to delete it,
 - o We do not need it any-more, but you want us to keep it for use in legal claims, or
 - o 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 dpo@whatworks-csc.org.uk.

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/>.

Contact us

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

Project: Increasing Diversity in Social Work Management - Online Studies

Organisation: What Works for Children's Social Care

Address: The Evidence Quarter, Albany House, Westminster, SW1H 9EA

Alternatively, you can email us at dpo@whatworks-csc.org.uk

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 16th June 2021.