

What Works for Children's Social Care Privacy Notice for the "Care Leaver Emotional Wellbeing" project - Social Workers & Stakeholders

1. Introduction

What Works for Children's Social Care (WWCSC) is working in collaboration with The McPin Foundation (McPin) for the 'Care Leaver Emotional Wellbeing' project ("we", "our"). We are committed to protecting the privacy and security of the personal data we collect about professional stakeholders which include Social Workers and other allied professionals with relevant knowledge ("you/your").

This project is funded by the Department for Education (DfE) and in collaboration with local authorities for the improvement of services. The purpose of this privacy notice is to explain what personal data we collect about you when we conduct research for the 'Care Leaver Emotional Wellbeing' 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@theevidencequarter.com quoting "Care Leaver Emotional Wellbeing" or "#3032" in the subject or body of the email.

2. Personal data we collect

- Your name
- Your email address
- Your job title
- Your employer
- The name of your local council
- Any personal information voluntarily provided in freetext fields within a survey we send you

3. 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. We will collect personal data in the following ways:

- From the individual or organisation (which may be your employer or a local authority) who informed us of you as being a relevant stakeholder or social worker (secondary data collection)
- From yourself via a response to our call for stakeholders to have a survey sent to them (primary data collection)
- From yourself should you have correspondence with us throughout the project (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 gain a better understanding of what mental health/wellbeing support is available to care leavers throughout the social care system, as a key component of this project.</p> <p>NOTE: Only where you volunteer personal information about any personal experiences of care would this apply, otherwise all uses of personal information are to gather relevant information about care leaver mental health/wellbeing support services.</p>	<p>Processing is necessary for the performance of a task carried out in the public interest.</p>
<p>To communicate with you regarding the project where you have been identified as a knowledge-holder or stakeholder for the project.</p>	<p>The lawful basis we shall be relying on is the legitimate interest of the Data Controller.</p>
<p>To collect ethical informed consent for participation in the study. (This is to gain your permission for your participation in the project and not the lawful basis for using your personal information.)</p>	
<p>To identify your data, which would be deleted where possible, should you no longer agree to have your data processed for the purpose of the Project.</p>	<p>The lawful basis we shall be relying on for the processing of personal data is the legitimate interest of the Data Controller.</p>
<p>To gain insight and opinions from special media platforms by using quotes from you. (We will always ask</p>	

<p>your permission to do so and will never identify you are the person who gave the quote unless you allow us to do so.)</p>	
<p>To contact you to ask if you would like to participate in any new projects as a participant (you can opt out anytime).</p>	
<p>To contact you where we believe your professional expertise could be of help to our objectives, and so we can reach out about participating in our work and activities we will add your name, e-mail address, job title and employer to our stakeholder database.</p>	
<p>To remove your association from the information you have given to us so we are able to combine this information into a summary, alongside other project related information, and provide the summary to the local authority.</p>	
<p>To identify your data and take relevant action should you submit a data subject rights request.</p>	<p>The lawful basis we shall be relying on is for the compliance with a legal obligation. The legal obligation is the UK General Data Protection Regulation to uphold your data protection rights.</p>

5. 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. Research partners – (sent between each other - WWCS and McPin)
2. Pre-approved storage and communications providers (e.g. email and servers)
3. Pre-approved online survey platform providers.

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. This relates to any instance where the organisation (WWCSC) merges or gets acquired by another organisation, and all documents including any personal data change ownership (organisational ownership).

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 project. We shall keep your personal information for up to 2 years after the end of the project. The end of a project is upon the delivery of the final report. The final report is currently scheduled for the end of March 2023 although this is possibly subject to change should there be a need to extend the project for unforeseeable reasons.

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 secure access policies and information security policies 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.

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 dpo@whatworks-csc.org.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: Care Leaver Emotional Wellbeing
Organisation: What Works for Children's Social Care & The McPin Foundation
Address: The Evidence Quarter, Albany House, Westminster, SW1H 9EA

Alternatively, you can email us at dpo@whatworks-csc.org.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 23 August 2023.

What Works for Children's Social Care Privacy Notice for the "Care Leaver Emotional Wellbeing" project - Care Experienced Service Users

1. Introduction

What Works for Children's Social Care (WWCSC) is working in collaboration with The McPin Foundation (McPin) for the 'Emotional Wellbeing of Care Leavers' project ("we", "our"). We are committed to protecting the privacy and security of the personal data we collect about professional stakeholders which include Care Experienced Service Users ("you/your").

This project is funded by the Department for Education (DfE) and in collaboration with local authorities for a better understanding of services, to aid in the improvement of services. The purpose of this privacy notice is to explain what personal data we collect about you when we conduct research for the 'Emotional Wellbeing of Care Leavers' 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@theevidencequarter.com quoting "Emotional Wellbeing of Care Leavers" or "#3032" in the subject or body of the email.

2. Personal data we collect

- Your name, age, gender, email address and phone number
- The name of your local council, your job title and employer (if you have one)
- Any health conditions, race or ethnic origin, sexual orientation
- Whether you have a disability, any special educational needs, experienced any instances of harm or had gender reassignment
- Whether you have in the past or are currently on a Care Protection Plan, Child in Need plan or registered as having Child Looked After status
- Any information you provide within an interview that will be recorded
- Any personal information voluntarily provide to us in an interview or any other communications with you

3. 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. We will collect personal data in the following ways:

- From the individual or organisation (which may be your social worker, a charity or a local authority) who informed us of you as being a care experienced service user currently or in the past (secondary data collection)
- From yourself via a response to our campaign for care experienced service users to participate in this project (primary data collection)

- From yourself should you have correspondence with us throughout the project (primary data collection)
- From yourself within online interviews we have with you or within online group sessions/focus groups you attend (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
To gain a better understanding of what mental health and/or wellbeing support is available to care leavers through the social care system, and care leavers perceptions and experiences of using mental health and/or wellbeing support.	Processing is necessary for the performance of a task carried out in the public interest.
To use the information about you for analysis within the project and create a report based on the information you have provided and your personal information. (You will not be identified within the report.)	
To communicate with you regarding the project where you have been identified as a care experienced service user and to discover if you are interested in taking part.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
To collect ethical informed consent for your participation in the project where you have indicated to us you may like to participate (you are under no obligation to participate and deciding not to participate will not have any effect on any services you have).	
To invite you to attend an online interview (one-to-one) or a group	

session also known as a focus group which will be recorded.	
To remove your association from the information you have given to us so we are able to combine this information into a summary, alongside other project related information, and provide the summary to the local authority.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
To identify your data, which would be deleted where possible, should you no longer agree to have your data processed for the purpose of the Project. (If your information has already reached the analysis stage of the project we will not be able to delete your information at that point and will delete any information that could identify you as soon as the analysis phase is over')	The lawful basis we shall be relying on for the processing of personal data is the legitimate interest of the Data Controller.
To identify your data and take relevant action should you submit a data subject rights request.	The lawful basis we shall be relying on is for the compliance with a legal obligation. The legal obligation is the UK General Data Protection Regulation to uphold your data protection rights.

5. 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 obliges 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 measures for keeping the data secure.

1. Research partners – (sent between each other - WWCS and McPin)
2. Pre-approved storage and communications providers (e.g. Zoom, email and secure digital folders)

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. This relates to any instance where the organisation (WWCSC) merges or gets acquired by another organisation, and all documents including any personal data change ownership (organisational ownership).

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 project. We shall keep your personal information for up to 2 years after the end of the project. The end of a project is upon the delivery of the final report. The final report is currently scheduled for the end of March 2023 although this is possibly subject to change should there be a need to extend the project for unforeseeable reasons.

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Your information is securely stored on a dedicated drive, and access is controlled by secure access policies and information security policies 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.

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 dpo@whatworks-csc.org.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: Emotional Wellbeing of Care Leavers
Organisation: What Works for Children's Social Care & The McPin Foundation
Address: The Evidence Quarter, Albany House, Westminster, SW1H 9EA

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

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