



Data Protection: Information for Young People

Dear REACH participant,

In compliance with new General Data Protection Regulations, this leaflet provides information about how we store and use the information we collect as part of this research project, REACH.

Our research team at King's College London will use your information, and information on your school, in order to undertake this study, and will act as the data controller for this study. This means that we are responsible for looking after this information and using it properly.

All information we collect about you is stored securely and is completely confidential (private) to the research team. All diary entries/recordings will be held short-term (no more than 3 months) within a password protected secure ExpiWell online platform. All data submitted online will be protected by firewall systems and secure methods, in compliance with legislation. You can read more on the security of ExpiWell at <https://app.expiwell.com/gdpr>. Within 3 months, all diary entries will be downloaded and stored securely on encrypted equipment and on a password protected, encrypted computer network at King's College London, which will only be accessible by the research team. Audio and video diary recordings will be stored on the encrypted computer network at King's College London for no longer than 2 years after the REACH diary study has finished, so that information can be verified at a later date if necessary. In addition, the audio or video recordings will be transcribed by a third party company and the recordings will be destroyed after transcription in line with the company's confidentiality agreement. Written diary entries, and electronic copies of the *transcriptions* of the audio or video diaries will be held on secure encrypted equipment and on a password protected, encrypted computer network at King's College London for no longer than 7 years after the study has finished.

Information that clearly identifies you (e.g., name, date of birth, email, postal address) will be stored and processed separately to any other information we collect about you. Only the REACH research team at King's College London have access to information that clearly identifies you. We use this information to ensure you are provided with the correct ID number and password at each time of completing a questionnaire for REACH. This process means that you are never asked to put your name on any of the surveys you complete for this study. However, it is possible that you will provide potentially identifiable information within the content of the diary entries. We will follow strict ethical and legal practice and all information about you will be handled in confidence; we will remove all identifying information (e.g. names of people and places) at the earliest opportunity in the written diary entries, and the transcriptions of the audio / video recordings to ensure confidentiality.

Your rights to access, change, or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will destroy all information about you, except the minimum person-identifiable information required to ensure we do not ask you to take part next time we visit the school to continue the research. To safeguard your rights, we will use the minimum person-identifiable information possible.

You can find out more about how we use your information at www.thereachstudy.com, or by contacting the project coordinator, Gemma Knowles, at reach@kcl.ac.uk.

Kind regards,

A handwritten signature in black ink, appearing to read "Craig Morgan".

Professor Craig Morgan, Principal Investigator