



## Data Protection: Information for young people

### The REACH study, King's College London

Hi from the REACH team!

You might have heard recently in the news or online about new changes to the laws that tell companies and institutions how to protect information that people give them. To make sure we're following these new rules, we're providing you with this leaflet which explains how we store and use the information we collect for REACH.

Our research team at King's College London will use information from you and your school in order to make REACH happen, and will be the 'data controller' for this study. This just means that we are responsible for looking after your information and using it properly.

So how do we look after your data in REACH?

All information we collect about you is stored securely and is completely confidential (private) to the research team. We always store and process any information that identifies you (e.g., your name, date of birth) separately to any other information you give us (e.g., your answers to the questionnaire), and only the REACH research team at King's College London have access to information that identifies you. We use this information to make sure we give you the correct ID number and password each time you complete any part of REACH. Doing this means we never have to ask you to put your name on any of the questionnaires you complete for REACH, and so helps us keep your information private and secure. We will keep information collected during REACH for no longer than 7 years after REACH has finished.

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. You and/or your parent/carer have the right to withdraw from REACH at any time. If you or your parent do this (and that's absolutely fine), we will destroy all information about you, except the minimum information we need to make sure we know next time we come to your school that you don't want to take part (e.g., your name, your year group). To safeguard your rights, we will use the minimum personal information possible.

As mentioned in the information sheet, we may also request some information from your school (e.g., about how you're getting on, your behaviour in class, and whether you're receiving any additional support, which is called special category information). We will use this information to see how your experiences influence how you're doing at school, and to compare with information that you give us. We will always store and process this information separately from any information that identifies you.

You can find out more about how we use your information at [www.thereachstudy.com](http://www.thereachstudy.com), or by contacting the project coordinator, Gemma Knowles, at [reach@kcl.ac.uk](mailto:reach@kcl.ac.uk).

Kind regards,

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

Professor Craig Morgan  
Principal Investigator