



### **Data Protection: Information for Parents/Carers**

Dear Parent/Carer,

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 information from your child, and your child's 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 your child is stored securely and is completely confidential (private) to the research team. We always store and process information that identifies your child (e.g., name, date of birth) separately to any other information we collect about your child. Only the REACH research team at King's College London have access to information that identifies your child. We use this information to ensure your child is provided with the correct ID number and password at each time of completing a questionnaire for REACH. This process means that your child is never asked to put their name on any of the questionnaires they complete for this study. We will keep information collected during the study for no longer than 7 years after the study 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. If you withdraw from the study, we will destroy all information about your child, except the minimum person-identifiable information required to ensure we do not ask your child to take part next time we visit the school to continue the research. To safeguard your child's rights, we will use the minimum person-identifiable information possible.

As noted in the information sheet, we may also request some information from your child's school, e.g., about how he/she is getting on at school, his/her behaviour and emotions in class, and whether he/she is receiving any additional support, which is regarded as a special category of information. We will use this information to corroborate information provided by your child. This information is important to help the REACH project continue to understand what experiences might impact young people's mental health with an overarching aim of helping to support young people in the future and prevent mental illnesses. We are now going to obtain the exact same information from the National Pupil Database instead. This data is 'controlled' by the Department for Education; however, the Office for National Statistics Secure Research Service is the data processor. This is to relieve the pressure and responsibility on schools. This will not affect the type of information obtained or breach confidentiality. With this new approach, we will provide the Department for Education with your child's first name, last name, date of birth, postcode and a non-identifiable reference number. This information is essential to ensure the Department for Education can accurately complete the matching process of the young people within our study against the list of children and young people with their database. The Department for Education will match our sample with their databases and attached the non-identifiable reference number only. This means once the datasets are aligned any identifiable data is removed. We will then enter a secure environment, run by the Office for National Statistics to match our anonymised dataset with the anonymised data from the Department for Education. We will be able to match the data using the non-identifiable reference numbers.

We will always store and process this information separately from any information that identifies your child.

You can find out more about how we use your child's information at [www.thereachstudy.com](http://www.thereachstudy.com), or by contacting the project coordinator, Jade Morris, at [reach@kcl.ac.uk](mailto:reach@kcl.ac.uk). You can also get in touch if you would like to opt out. You can also get in touch if you would like to opt out.

King regards,

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

Professor Craig Morgan

Principal Investigator