

# THE LONDON YOUNG PEOPLE STUDY

## PRIVACY NOTICE FOR YOUNG PEOPLE

### What is a privacy notice?

A privacy notice is an important document which tells you how we use and look after information that we have got about you (or a child in your care).

### Who are we?

There are three key organisations involved in the processing and storing of your information. These are the Institute for Fiscal Studies (IFS), the Anna Freud National Centre for Children and Families (AFC) and the Youth Endowment Fund (YEF). Our contact details can be found at the end of this privacy notice.

### Who is responsible for looking after the information you have about me?

“Data controller” is a legal phrase, which tells you who makes the decisions about how your information will be used and looked after. During the study, the Institute for Fiscal Studies (IFS) and the Anna Freud Centre (AFC) are what’s known as “joint data controllers”. This means that IFS and AFC are jointly responsible, for processing and looking after your information whilst the data are being collected and analysed by the team.

When the study is finished in the second half of 2025, your information will be handed over to Youth Endowment Fund (YEF), who have funded the study. This means that YEF will then become another “data controller” along with the Institute for Fiscal Studies who will keep a copy of your personal data for a minimum of ten years. AFC will no longer be a data controller. YEF will store your information in a safe and secure place called the YEF archive. You can find out more about this here (<https://youthendowmentfund.org.uk/evaluation-data-archive/>), where you can find a copy of their privacy statement.

### What information do we collect about you?

The information that we collect, use, store and will share with YEF at the end of the study will include personal information about you. Some of this information will be given to us by you and some of this will be given to us by your youth practitioner.

The information that we will ask you to tell us will include:

- Your name and contact details
- Your parents’ name and contact details (if you are 15 or below when you sign up to the study)
- Information about your thoughts, feelings and behaviour that you share with us as part of the questionnaires

- The names and details of your youth practitioners
- The audio recording of your one-to-one discussion with a researcher about your experience in the study if you took part in this.

The team that you are working with in your Borough will also share some of the information that they have about you, which will include:

- Your date of birth
- Your gender
- Your sexual orientation
- Whether you are looked after by the local authority
- Whether you have any special educational needs
- Whether you have a disability
- Information about your race or ethnicity
- Whether you are in education, training or employment
- Why you have come to work with your youth practitioner
- The names and other details about other youth practitioners who are supporting you
- When and where you met with your youth practitioners

We will also get some information about you from the Department for Education and the Ministry of Justice which will include:

- Your educational record
- Your social care record
- Your earnings and employment record
- Your crime record (if any)

### How do we use your information?

We will use the information you give us to help us to find out how effective the ways in which youth practitioners support young people to stay safe and healthy are relative to each other. This includes how well they have worked in the short term (in the next year) and the long term (in the next few years). By putting your information together with the information about all of the other young people that have taken part in the London Young People study, we will be able to look for patterns that will tell us whether the new way of working is helpful for young people. We will give presentations and write reports about this but this will never include your name or any other personal information about you. The reports will appear on the IFS, AFC and YEF websites.

### Who will we share your personal information with?

Your personal data will be collected and processed by the research teams at IFS and AFC.

We will share your information with these organisations:

- Department of Education
- Youth Endowment Fund
- Ministry of Justice
- The team you work with in your Borough
- The Transcription Service
- Amazon Web Services (AWS)
- Qualtrics

### *Department of Education and the Youth Endowment Fund*

When we have finished collecting data on everyone taking part in the study, we will send your name, address and date of birth to the Department for Education (DfE) and ask them to find your information in their databases. We will not send them your questionnaire answers but we will send them a number in place of your name (study code) so we can find your answers again when they send us their information. If your Local Authority has given it to us, we will also send DfE your educational record number to help them find the right person.

DfE will send your educational records, any social care records, your study code and their own meaningless code to the Office for National Statistics' Secure Research Service where it will be analysed by the research team at IFS. When the study has ended and the research team has completed their analysis, the data used by the research team will be moved to the YEF archive for other approved researchers to use. At this point, the YEF will become another data controller of your data. The YEF archive is part of the ONS Secure Research Service. The Secure Research Service is what is known as a "Trusted Research Environment" which is designed to allow approved researchers to use data safely and securely in their work. All the data in the Secure Research Service is "pseudonymised". This is a term used in data protection that means that you cannot be identified in the data unless the study code given to you is linked back to your name and address. Because the Secure Research Service is an extremely controlled environment, it would be technically almost impossible and also illegal for anyone to do this.

The picture below explains how this process works:

## How your information will be used: Department for Education

**Your data:**

Name	Joe Bloggs
Address	23 Bloggs Rd, London
DOB	29/03/2011
Study ID	1234567
Educational Record Number	7654321

IFS sends this to DfE (including Educational Record Number - if they have it).



DfE finds your educational records

**Educational Record**

Name	Joe Bloggs
Address	23 Bloggs Rd, London
DOB	29/03/2011
Study ID	1234567

**DfE will delete the data sent by the IFS**

~~**Educational Record**~~

Name	Joe Bloggs
Address	23 Bloggs Rd, London
DOB	29/03/2011
Study ID	1234567
Educational Record Number	7654321

The DfE **removes your name, address and date of birth** before sending your educational record to the ONS Secure Research Service.

Researchers at the IFS might **repeat the process in the future** to understand the future impact of the new way of supporting young people.



**Researchers at the IFS** will use your data in the SRS to see how well the new way of supporting young people like you has worked in the **long term** and **short term**.

**Other authorized researchers** can request to see the information in the YEF research archive (in the SRS) to see if the new way of supporting young people like you helps them **in the long term**.

DfE sends this to the ONS Secure Research Service (SRS)

**Educational Record**

Study ID	1234567



### Ministry of Justice

When we have finished collecting data, we will send your name, address and date of birth to the Ministry of Justice (MoJ) and ask them to find your information in their databases. We will not send them your questionnaire answers but we will send them a number in place of your name (study code) so we can find your answers again when they send us their information. MoJ will send your study code and your crime records (if you have any) back to the research team at IFS. IFS will store your crime data separately from your name and address to keep your data as secure as possible. IFS will only ever use your data for finding out how well the different services are doing at keeping you safe and healthy. Under data protection law it is illegal for IFS to use this data for any other purpose.

This picture explains how this process works:

## How your information will be used: Ministry of Justice

**Your data:**

Name	<input type="text" value="Joe Bloggs"/>
Address	<input type="text" value="23 Bloggs Rd, London"/>
DOB	<input type="text" value="29/03/2011"/>
Study ID	<input type="text" value="1234567"/>

IFS sends this to the MoJ



MoJ search for your Crime Record (if you have one)



**Crime Record**

Name	<input type="text" value="Joe Bloggs"/>
Address	<input type="text" value="23 Bloggs Rd, London"/>
DOB	<input type="text" value="29/03/2011"/>
Study ID	<input type="text" value="1234567"/>

MoJ sends this to the IFS

**MoJ will delete the data sent by the IFS**

Name	<input type="text" value="Joe Bloggs"/>
Address	<input type="text" value="23 Bloggs Rd, London"/>
DOB	<input type="text" value="29/03/2011"/>
Study ID	<input type="text" value="1234567"/>



IFS will securely hold your information – note: it is **illegal** for them to use the data for anything other than understanding the study.

Researchers at the IFS might **repeat the process in the future** to understand the future impact of the new way of supporting young people.



**Researchers at the IFS** will use your data to see how well the new way of supporting young people like you has worked in the long term and short term.

### *The team you work with in your Borough*

If you agree to take part in the study, we will ask you (and your parent if you are 11-15) and your practitioner to complete a series of online forms. This includes your consent form (and your parent, if you are 11-15), your baseline and endline questionnaire, as well as a questionnaire to your practitioner at the beginning and end of your work with them. We will also ask the practitioner(s) you work with to tell us when and where you met and some brief information about what work you did together. In order to ensure that all our records are accurate we will share information on which forms you or your parents have completed with the team you are working with in your Borough so that if any forms are missing, the team can ensure that everything we need from you has been completed. We will not share any of the content of your and your practitioner's questionnaire with your Borough. The only exception is if we need to share information with the team you are working with to keep you or someone else safe. When you complete the questionnaire, we will highlight questions that will mean we will need to let the team your working with know if your answer indicates that there is a risk of significant harm to you or other people.

### *The Transcription Service*

As part of the study we are inviting you to talk to a researcher about your experience in the study. If you choose to do this, your audio recordings will be shared with a company called *The Transcription Service* for the purposes of writing up your spoken answers into words. We will make sure that they keep your data safe in line with UK data protection law. When the recording has been written up, we will replace your name with a number and the recording will be deleted.

### Qualtrics

We will use a company called Qualtrics to collect and store your survey answers. Details of security standards that Qualtrics holds can be found here: <https://www.qualtrics.com/support/survey-platform/getting-started/data-protection-privacy/>. Qualtrics will not access your information.

### Amazon Web Services (AWS)

Some of your information will be collected and stored using a website-based application (an “app”) which has been specifically designed for this project. This app will be used to manage the study and make sure we have recorded your contact details and your agreement to take part. It will not be used to store your survey answers.

We will use Amazon Web Services (AWS) to host this app. Details of security standards that AWS hold can be found here: <https://aws.amazon.com/compliance/iso-certified/>. Your information will be stored on a server based in the UK or EU. AWS will not access your information.

### What does the law say about using and storing my information?

The law says that each data controller must have a “lawful basis” for processing and storing your information in the way that we have described.

IFS and AFC’s legal basis for processing information and in this study is *Legitimate Interest*. Our legitimate interest is research into the best way to support young people.

By maintaining the YEF archive and allowing approved researchers to access the information in the archive, the YEF is performing a task in the public interest and this gives the YEF a lawful basis to use personal information.

Certain bits of information about you are known as “Special Category Data” and require more legal protection. This includes things like your ethnicity and wellbeing. This kind of information needs an extra condition for processing. The condition that applies to your data in this study is Article 9 (2) (j) Archiving, research and statistics.

Your crime records (if you have any) also require more legal protection. We process your crime record data under Article 10 and the condition for processing that applies in this study is Research.



## How long do we keep your information for?

The information from audio recordings (if you agree to meet with one of the researchers to talk about your experiences in the study) will be kept for no longer than 9 months. As soon as the audio recordings have been written up in text your personal information will be deleted and it will not be possible to identify you.

The information stored by IFS which includes the information that you share in your questionnaires and any crime records from MoJ will be stored for as long as necessary to understand what all of the information, collected together, tells us about the different ways of working with young people. The project will start in August 2023. Your information will then be stored for a minimum of 10 years. This is to allow us time to look at the longer-term effects. After 10 years, we will carry out a review to see if there is still useful work that can be done using your data. At any point that we no longer need your data for this research project, we will delete it.

The coded data (pseudonymised) data that would make it really difficult to identify you by name) that is stored in the ONS Secure Research Service for analysis by IFS researchers will be stored securely for a minimum of 10 years or until the DfE ask us to delete it (whichever is sooner).

The coded data that is stored in the YEF archives at the ONS Secure Research Service will be stored indefinitely to allow for long term follow up. However, YEF will review this every five years to decide whether the information could still be helpful in future research. If it is not, then the information will be deleted.

## Your rights

You have the right to:

- ask for access to the personal information that we hold about you;
- ask us to correct any personal information that we hold about you which is incorrect, incomplete or inaccurate.

In certain circumstances, you also have the right to:

- ask us to erase the personal information where there is no good reason for us continuing to hold it - please read the information below about the time limits for requesting deletion of your personal information;
- object to us using the personal information for public interest purposes;
- ask us to restrict or suspend the use of the personal information, for example, if you want us to establish its accuracy or our reasons for using it.

## Time limits for deleting your data

Your survey responses, which contain your personal information, will be kept by the IFS on an ongoing basis and can be deleted any time. However, once your name and other identifying information has been deleted from your survey answers and has gone to the ONS Secure Research Service for analysis by IFS researchers or into the YEF archive for use by other researchers it won't be possible to delete your information from those archives because we won't be able to identify you. If you wish your data to be deleted before it is sent to the YEF archive for analysis by other researchers, you need to do this before 30th June 2025, when the study ends.

If you wish to exercise your rights, please contact us on [LondonStudy@ifs.org.uk](mailto:LondonStudy@ifs.org.uk).

### Who can I speak to if I have any questions?

You can contact both the Institute for Fiscal Studies (IFS) and the Anna Freud Centre (AFC) by emailing [LondonStudy@ifs.org.uk](mailto:LondonStudy@ifs.org.uk);

### Other contact details

You can find information and other contact details of each of the data controllers on their webpages:

Institute for Fiscal Studies: [www.ifs.org.uk](http://www.ifs.org.uk)

Anna Freud Centre: <https://www.annafreud.org/>

Youth Endowment Fund: <https://youthendowmentfund.org.uk/>

### Who can I speak to if I want to make a complaint?

If you want to make a complaint about our use of personal data, please contact the Data Protection Officer at [dataprotectionofficer@ifs.org.uk](mailto:dataprotectionofficer@ifs.org.uk). Complaints will be dealt with on a case-by-case basis following our [Complaints Procedure for Young People](#).

You can also make a complaint to the Information Commissioner's Office (ICO) (The UK's data protection regulator) via;

- their website <https://ico.org.uk>
- [by phone 03031231113](tel:03031231113)
- [or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF](#)