

# THE LONDON YOUNG PEOPLE STUDY

## PRIVACY NOTICE FOR PRACTITIONERS INVOLVED IN THE LONDON YOUNG PEOPLE STUDY

### 1. Introduction

At the Institute for Fiscal Studies (IFS), the Anna Freud National Centre for Children and Families (AFC) and The London Innovation and Improvement Alliance (LIIA), we respect your privacy and we are committed to protecting your personal data.

Please read this Privacy Notice carefully - it describes why and how we collect and use personal data and provides information about your rights.

### 2. About us

The research team is composed of researchers based at IFS and AFC. The Principal Investigator of the study is Imran Rasul, Research Director at the Institute for Fiscal Studies and Professor of Economics at University College London. The LIIA are the Your Choice programme developers and provide the overarching training, quality assurance and implementation of the programme as well as supporting the London Young People Study.

IFS, AFC and LIIA are the entities that jointly determine how and why your personal data is processed.

This means that during the study IFS, AFC and LIIA are the 'joint controllers' of your personal data for the purposes of data protection law.

Our contact details are:

Address: Institute for Fiscal Studies, 7 Ridgmount Street, WC1E 7AE  
Phone number: 020 7291 4800  
Email address: [LondonStudy@ifs.org.uk](mailto:LondonStudy@ifs.org.uk)  
Website: [www.ifs.org.uk](http://www.ifs.org.uk)

Address: Anna Freud Centre, 4-8 Rodney Street, London N1 9JH  
Phone number: 020 7794 2313  
Email address: [LondonStudy@ifs.org.uk](mailto:LondonStudy@ifs.org.uk)  
Website: [www.annafreud.org](http://www.annafreud.org)

Address: London Councils, 59½ Southwark Street London SE1 0AL  
Phone number: 020 7934 9999  
Email address: [yourchoice@londoncouncils.gov.uk](mailto:yourchoice@londoncouncils.gov.uk)  
Website: <https://www.liia.london/>

### 3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where it is not possible to identify an individual (anonymous data).

The only personal data about you we will collect, use, store and transfer is your name, the team and Local Authority in which you work, and your professional contact details.

### 4. How we use your information

We will use your name and contact details to link your session logs and assessments of the young person's behaviours to the Your Choice training records we will receive from Local Authorities. This will allow us to ascertain who the young person has worked with and when and whether this practitioner received Your Choice training. However, the aim of the evaluation is to assess the impact of the Your Choice training as a whole **not** to look at differences in impact across different practitioners.

We will also use your email address to remind you when it is time for you and for the young people involved in the study you work with to complete questionnaires.

Finally, we may use your contact details only in case we require any clarification on your survey answers.

### 5. Who we share your personal data with

Your information will be collected and stored using a website-based application (an “app” commonly referred to as the LYPS Portal) which has been specifically designed for this project. Your information will be loaded onto the app either by the research team or by the Single Point of Contact (SPOC) for your Local Authority so that we can manage the project and track the completion of forms young people and practitioners participating in the study are expected to complete. The app is hosted by Amazon Web Services (AWS) and your information will be stored on a server based in the UK or EU. All SPOCs and practitioners involved with the study will be able to log into the website using secure details with two-factor authentication but only you and the SPOC within your Local Authority will be able to see your name and contact details and the names of the young people you are working with.

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### 6. Data Processors

We will use Amazon Web Services (AWS) to hold the website-based application that manages the project.

Details of security standards that AWS hold can be found here: <https://aws.amazon.com/compliance/iso-certified/>.

We will use Qualtrics to collect survey information on young people. Your name will appear in that survey data so that we know who the young person is working with. Your contact details will not

be stored in Qualtrics. Details of security standards that Qualtrics holds can be found here: <https://www.qualtrics.com/support/survey-platform/getting-started/data-protection-privacy/>

## 7. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a “lawful basis” for the processing. The basis for processing in this study is *Legitimate Interest - Article 6(1)(f)*. That is, the processing of your personal data is necessary for the purposes of the legitimate interests pursued by us, except where such interests are overridden by your interests or by fundamental rights and freedoms which require protection of personal data. Our legitimate interest is research into the best way to support young people. There is a wider public benefit in supporting young people in the most effective way.

## 8. Data retention

After the study is finished, we will delete all personal information relating to practitioners.

## 9. Your rights

Under data protection law, these are your general rights:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

However, since your data will be processed for scientific or historical research purposes that further a general public interest, various exceptions from these rights apply. In particular, the right to access, the right to rectification, the right to restrict processing, and the right to object do not apply, provided the appropriate safeguards are in place. The right to erasure is not absolute, and does not apply if it would seriously impair processing necessary for scientific research.

More information about individual rights can be found on the Information Commissioner's Office (ICO)'s website (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>), and information about the rights exemptions that apply under the context of research can be found there as well (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/exemptions>).

## 10. Contacting us

You can contact IFS by telephoning +44 (0)20 7291 4800 or by writing to: Institute for Fiscal Studies, 7 Ridgmount Street, London WC1E 7AE.

Please note that IFS has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer at [dataprotectionofficer@ifs.org.uk](mailto:dataprotectionofficer@ifs.org.uk).

## 11. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the IFS Data Protection Office ([dataprotectionofficer@ifs.org.uk](mailto:dataprotectionofficer@ifs.org.uk)) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website (<https://ico.org.uk>).

The ICO's address is the following:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113