

Data Protection Notice for Understanding what works in early help and children's social care to support children and families who are experiencing domestic abuse (P.142-a)

1. Introduction

This Data Protection Notice is for a survey you are being sent by the [Early Intervention Foundation](#) ("EIF"), where you are being asked for your personal data and further information as part of a 'call for evidence' (the "Survey") for a project we are conducting called "Understanding What Works in Early Help and Children's Social Care to Support Children and Families who are Experiencing Domestic Abuse" (the 'Project').

In conducting this research EIF is working together with the following partner organisation(s): What Works for Children Social Care. Together EIF and our collaborator are known as the "Research Team" ("we", "our", "us").

The aim of the call for evidence is to identify relevant interventions which may be ready for further evaluation and trial with the support of EIF and our collaborators. It is likely you are being made aware of this privacy notice through your voluntary participation in the project or at the point you are deciding to volunteer to participate.

The purpose of this privacy notice is to explain what personal data we collect directly from you when conducting our research for the project "Understanding What Works in Early Help and Children's Social Care to Support Children and Families who are Experiencing Domestic Abuse" (the project). When we do this work, we are the data controller.

Before you take part in this project, you will be asked to give your permission to participate. You are also able to remove your permission at any time. If you do decide you no longer wish to participate, let us know as soon as you can. We will remove your personal data from any locations we hold your data and delete any information you have provided to us. We will do this as soon as we can. We may anonymise your data before we begin our analysis activities meaning we would not be able to identify you from the data we have, shortly after you have supplied your information to us. If the analysis of the information has already progressed to a point we can no longer remove your data, we will ensure all identifiable data is removed from our records when the analysis is complete. We will inform you what action we were able to take.

Please read this privacy notice carefully as it provides important information about how we handle your personal information and your rights. If you have any questions about any aspect of this privacy notice you can contact us using the information provided below or by emailing us at datasecurity@eif.org.uk

2. Personal data we collect

Personal data is any information that relates to a person (a 'data subject') which can be identified either directly or indirectly.

For this Project, we shall be processing the data from different categories of individuals (data subjects). These are service providers and local areas commissioners. The types of personal data we will collect are listed below:

- Your name
- Your email address
- Your place of work
- Your occupation/job title
- The Organisation you are related to/completing the Survey for
- Free Text fields where you may volunteer information that could identify you

3. How we collect information about you

We will collect your data directly from you. You may provide this information to us through taking part in one or more of the project activities.

We may collect personal data in a variety of ways and at a variety of times throughout the research study being conducted. We refer to “primary data collection” when data is collected directly from you, and we refer to “secondary data collection” when the data is not collected directly from you). The ways in which we collect your personal data for this Project include:

- From the EIF stakeholder database, where we have had previous interactions with you as set out in the EIF privacy policy regarding making further contact with you as a relevant stakeholder for a new project (indirect data collection)
- From a friend, colleague or associate who received our initial request for participants where they identified you as someone who may be relevant to our research (indirect data collection)
- From yourself when you sign up for participation (direct data collection)
- From yourself via a survey (primary data collection)
- From publicly available records on a website (e.g. your workplace)

4. Purposes for which we use personal data and the legal basis

We may use your personal data for the following purposes and on the following lawful bases.

4.1 Purpose	4.2 Lawful Basis for Processing
To conduct the Project based on the data you have provided.	Processing is necessary for the performance of a task carried out in the public interest.
For the goal of the Project which is to summarise aims as set out in the PID	Processing is necessary for the performance of a task carried out in the public interest.
For EIF and its processors to analyse the information you have voluntarily provided via the survey	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.

For the Research Team to collect ethical informed consent for participation in the research (you can withdraw this consent at any time and where possible the Research Team will delete your data).	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
For the Research Team to contact you to participate in an interview or focus group.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
To transcribe the audio captured from any recorded interviews, focus groups and recordings within the survey platform.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
To translate any of your responses within the survey platform which are in a language other than English.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
To identify your data, which would be deleted where possible, should you no longer agree to have your data processed for the purpose of conducting the research report.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
For EIF to use your personal data to inform the creation of potential “new” projects that are substantially similar to, and compatible with the original reason for collecting your personal data, although not use your data in any new projects that come as a result of using your personal data without asking for permission to do so from you and receiving a response from you confirming you give your permission for participation.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
For EIF to contact you to ask if you would like to participate in any new projects as a participant (you can opt out anytime).	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
For the processing of Special Category personal data in the research as specified by the UK GDPR.	Processing is necessary for archiving, research and statistics under UK GDPR Article 9.2(j).

5. Sharing your data

It is unlikely that we’ll ever share your personal data outside the UK and EEA. If, however, it becomes necessary for the purposes of conducting our research we will only share it with organisations in countries benefiting from a European Commission adequacy decision or on the basis of an International Data Transfer Agreement (IDTA) with our data processors which contractually oblige the recipient to process and protect your personal data to the standard expected within the UK.

Any data shared with the below categories of recipients is the minimum necessary for the task they have been instructed to carry out on our behalf or in conjunction with us. Each category of recipient is subject to pre-approved review to ensure comparative technical and organisational measure for keeping the data secure.

1. Research Associates
2. Contacts database management system (professional information only)
3. Pre-approved online survey platform providers
4. Secure Cloud Storage Providers
5. Secure Email Service Providers

The Research Team will not disclose your identity to any other parties unless you have instructed us to do so or given your permission for us to disclose your personal data.

There may be times where we have a legal obligation to disclose or share your personal data. This could include sharing your data with law enforcement agencies, regulatory bodies, or public authorities to prevent or detect crime or report a safeguarding concern. We will only ever disclose your personal data to these third parties to the extent we are required to do so by law.

We may also share your personal data if we choose to sell, transfer, or merge parts of our business and/or group, or our assets in the future. Or we may seek to acquire other businesses or merge with them. During any such process, we may share your data with other parties. We will only do this if they agree to keep your data safe and private. If a change to our group happens, then other parties may use your data in the same way as set out in this notice. This relates to any instance where the organisation EIF) merges with or gets acquired by another organisation, and all documents including any personal data change ownership (organisational ownership).

6. How long we keep your data

We will take steps to ensure we only keep the minimum amount of data possible throughout the Project. Where we need to retain your personal data for the purposes of subsequent Project reviews or analyses, we shall keep your information for two years after the completion of the final output from this project (this may be a report or other method of presenting the findings). This is currently scheduled for 06/24.

We will delete your contact details when you tell us you want to be removed from our contact list, or when you haven't engaged with us for a reasonable amount of time. We will view our contacts list on an annual basis.

All processors working on behalf of EIF will delete their data in line with or before the dates outlined above.

7. How we protect your data

There are appropriate technical and organisational measures in place to protect data that we process from unauthorised disclosure, use, alteration, or destruction. We conduct data protection assessments for each research project we conduct.

We hold your information on password protected secure dedicated drives on an encrypted laptop and secure cloud backup server. Access is controlled by EIF's information security policy, password policy and Data Protection policy respectively. Any Associates are subject

to contractual clauses for the maintenance of technical security measures for the duration of the research study period and retention period for the data. Any information you provide to us will be treated in the strictest confidence unless of course, it relates to a child protection or safeguarding issue.

The final report will not contain any personal data unless you have granted express permission to us. If you've provided ethical consent, the report may include anonymised direct or paraphrased quotes, or a case study based on what you told us. The Local Authorities you work for, or from which families you support will also be anonymous to support confidentiality.

EIF will always keep our Confidentiality and Data Protection policies under review to make sure that the measures we have implemented remain appropriate.

8. Your rights and options

You have the following rights in respect of your personal data:

- You have the right of access to your personal data and can request copies of it and information about our processing of it.
- If the personal data we hold about you is incorrect or incomplete, you can ask us to rectify or add to it.
- Where we are using your personal data with your consent, you can withdraw your consent at any time.
- Where we are using your personal information because it is in our legitimate interests to do so, you can object to us using it this way. You can ask us to restrict the use of your personal data if:
 - It is not accurate,
 - It has been used unlawfully but you do not want us to delete it,
 - or
 - if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request.

You have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise your rights, please contact us at datasecurity@eif.org.uk.

9. How to Complain

You can also lodge a complaint with the Information Commissioner's Office. They can be contacted using the information provided at:

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
ICO website: <https://ico.org.uk/concerns/>.

10. Contact us

If you have any questions, or wish to exercise any of your rights, then you can contact:

Project: P142-a
Organisation: Early Intervention Foundation
Address: The Evidence Quarter, Albany House, Westminster, SW1H 9EA
Alternatively, you can email us at datasecurity@eif.org.uk

11. Changes to this privacy notice

We may update this notice (and any supplemental privacy notice), from time to time as shown below. We will notify you of the changes where required by applicable law to do so.

Last modified 29 June 2022.