

Data Protection Notice for the Expression of Interest Survey for “Reducing Parental Conflict” (P.129-a)

1. Introduction

This Data Protection Notice is for a survey you are being sent by the [Early Intervention Foundation](#) (“EIF”, “we”, “our”) where you are being asked for your personal data and further information as part of an ‘expression of interest’ (the “Survey”) for a project we are conducting called “Reducing Parental Conflict” (the ‘Project’). There is also an optional webinar to provide further information about the Project that you can attend before completing the Survey. The purpose of this privacy notice is to explain what personal data we will collect about you for the Survey and the webinar directly and/or indirectly (“you/your”).

The Survey is to gather information to identify the suitability of an application to be part of the Project. The Project is to support local areas where EIF will work closely with up to 15 local areas across multiple workstreams. You are completing the survey as a representative of a Local Area.

Local Areas apply for this opportunity to work with us using the expression of interest Survey and the information in the Survey (possibly with additional clarification questions answered) will be used to determine which Local Areas EIF will work with, using the contact details to respond to you. EIF is also offering a webinar during the process to provide further information to Local Areas to help you decide to apply and to help you in the process of applying using the expression of interest Survey. For the purposes of this Survey and the associated webinar 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 and 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.

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 quoting P129a.

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. The types of personal data we will collect and process are listed below:

- Your name
- Your email address
- Telephone number
- 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 and indirectly 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 yourself when you sign up for participation via survey monkey for the expression of interest survey, or the zoom webinar sign up (primary data collection)
- Emails shared from DWP for contacts based on planning tool returns (secondary data collection)
- Those who completed local development projects last year and where there has been agreement to continue support (primary data collection)
- From a previous expression of interest applications as set out in the EIF privacy policy regarding making further contact with you as a relevant stakeholder for a new project (secondary 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 (secondary data collection)

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 collect your personal data and analyse information associated with yourself which will be used to review your Local Area’s suitability for the Project. We will use your information to decide if we will move forward with your application.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
To provide you feedback and request further information related to the Expression of Interest Survey you have completed.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
For you to be able to attend a webinar about the Project so that you are able to decide your level of interest in the Project.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
Where your Local Area has been successful in its Expression of Interest application we will use your personal data to inform you of this and provide you with a further privacy notice regarding the use of	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.

applicant personal data where you have been successful.	
For EIF to collect ethical informed consent for participation in the research (you can withdraw this consent at any time).	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 contact you to ask if you would like to participate in any new projects as a participant (you can opt out anytime), or if your Local Area would have interest in participating in another project.	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.
To contact you where we believe your professional expertise could be of help to our future projects and objectives, and so we can reach out about participating in our work and activities we will add your name, e-mail address, job title and employer to our stakeholder database. (You can opt out of this at any time).	The lawful basis we shall be relying on is the legitimate interest of the Data Controller.

5. Sharing your data

For the Survey and the webinar we will be processing your personal data outside of the UK. We have entered into the relevant legal mechanism for cross-border transfers outside the UK and EEA which contractually obliges 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. Contacts database management system
2. Survey platform
3. Secure Cloud Storage Providers
4. Secure Email Service Providers
5. Webinar/Video calling platform

EIF takes effort not to 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. Please be aware that when participating in an online webinar you may be visible via your web camera and your name (as it appears in the web calling technology) shall be visible to other participants.

Should you not want this to be the case please make sure you update your name and remain with your camera off during the webinar.

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. We shall keep your information for a period of time after Survey submissions and attendance of the webinar, this is to complete our review and provide enough time for use to follow-up with you. When this is finished and you have not been successful, and where you have told us you do not wish to be contacted about future projects we shall delete your data within three months of the time we have chosen the Local Areas we will move forward with.

Where you have not been successful and we have identified you as a sector stakeholder we should like to send communications and sector related information we shall retain your personal data until you indicate to us you no longer wish to receive such communications from us.

Where you have been successful and your Local Area has been chosen for the Project we shall retain your personal data for at least 2 years after the end of the Project. We may continue to hold your personal data after this time as a relevant sector stakeholder we should like to have further communication with as part of our organisational objectives. There will also be a Project Data Privacy Notice we will share with you if your Local Authority is successful.

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 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 information you provide to us will be treated in the strictest confidence unless of course, it relates to a child protection or safeguarding issue.

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:

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 20 June 2022.