

Early evaluation of the children and young people's mental health trailblazer programme

How we will store, process and manage your personal data

This page provides more details about how your personal data – which includes your contact details, and the information you share with us during interview – will be stored, processed and managed. If you would like to know more about the data processing arrangements, or have any queries based on the information below, please do get in contact with a member of the research team (contact details can be found at the bottom of this page).

Who is the data controller?

The University of Birmingham, Edgbaston, Birmingham B15 2TT is the data controller for the personal data that we process in relation to you.

What personal data are we collecting and using?

The early evaluation is being conducted by a team of independent researchers who are part of the BRACE Rapid Evaluation Centre (a collaboration between the University of Birmingham, RAND Europe and the University of Cambridge) in partnership with the Policy Innovation and Evaluation Research Unit (PIRU), which is based at the London School of Hygiene and Tropical Medicine. The project is funded by the National Institute for Health Research (NIHR).

There are two types of personal data we will collect about you:

1. Your name and contact details – these will be provided by somebody based in your trailblazer area, for example the Trailblazer Project Lead.
2. Information that you provide directly to us, for example during interview or in a survey.

How will your personal data be used in the evaluation?

We will collect and process your personal data to conduct the research project, as explained in the Participant Information Sheet.

Your contact details are solely used to enable your participation in the evaluation - to organise your interview, store your response against your identifiers, and re-contact you to get clarifications if needed.

Your responses will be used for analysis and your personal data will not be associated with the responses thereafter without your permission. Information will be reported to the NIHR in aggregate form in a report which will be later published. Otherwise, the recordings, any notes and transcripts will be kept strictly confidential and never be made available to any third party, including NIHR.

We may also publish findings in academic journals, present at conferences, produce blogs and share findings via social media e.g. Twitter.

What is the legal basis for processing your data?

The legal justification we have under data protection law for processing your personal data is that it is necessary for our research, which is a task we carry out in the public interest.

Who will my personal data be shared with?

The University of Birmingham is the data controller and so for the purposes of this research project, data will be shared with members of the evaluation team at RAND Europe, University of Cambridge and PIRU so that they can undertake interviews and data analysis. We may also need to share information with transcription service providers. We have appropriate agreements in place with them to protect and safeguard your data.

How do we keep your data secure?

Data will be stored and managed in accordance with the UK Data Protection Act (2018) and General Data Protection Regulation (GDPR) 2018. The University, as data controller, takes great care to ensure that personal data is handled, stored and disposed of confidentially and securely. Our staff receive regular data protection training, and the University has put in place organisational and technical measures so that personal data is processed in accordance with the data protection principles set out in data protection law.

The University has an Information Security Management System based on ISO27001 with a range of controls covering the protection of personal information. Annual security awareness training is mandatory for staff and the University is accredited under the NHS Information Governance Toolkit, the Payment Card Industry Data Security Standard and is in the process of gaining Cyber Essentials Plus for defined services.

In relation to this project, all data will be stored securely on a restricted access, network drive, which can only be accessed by members of the research team via password-protected laptops.

How long do we keep your data?

Data will be retained for ten years from the conclusion of the project in line with University of Birmingham's Research Data Management Policy, after which it will be destroyed. We will ask your permission to retain your contact details, as we may wish to re-contact you during the Phase 2 impact evaluation. If you do not agree to this, we will delete your contact details and not contact you again.

In any event, your details will be deleted as soon as data collection has been completed on both phases of the evaluation.

If you decide to withdraw (up to two weeks following the date of participation), the recording and transcripts will be deleted / shredded (unless your information forms part of a group interview in which case we will delete your contact details and the things you said during the interview will not be used in analysis or reporting).

What rights do you have in our use of your data?

The evaluation team (University of Birmingham, RAND Europe, University of Cambridge and the Policy and Innovation Research Unit) operate in accordance with UK and EU law including GDPR. You are provided with certain rights that you may have the right to exercise through us. In summary those rights are:

- To access, correct or erase your personal data (in certain circumstances).
- To object to the processing of your personal data (in certain circumstances).
- To request that our processing of your data is restricted (in certain circumstances).
- To request that your data be transferred (in certain circumstances).

However, 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 project, we will keep the information we have already obtained but, to safeguard your rights, we will use the minimum personally-identifiable information possible.

If you would like more information on your rights, would like to exercise any right or have any queries relating to our processing of your personal data, please contact:

The Information Compliance Manager, Legal Services, The University of Birmingham, Edgbaston, Birmingham B15 2TT

Email: dataprotection@contacts.bham.ac.uk Telephone: +44 (0)121 414 3916

If you wish to make a complaint about how your data is being or has been processed, please contact our Data Protection Officer.

Mrs Carolyn Pike, OBE, The Data Protection Officer, Legal Services, The University of Birmingham, Edgbaston, Birmingham B15 2TT

Email: dataprotection@contacts.bham.ac.uk Telephone: +44 (0)121 414 3916

You also have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint using the ICO's website.

How do you contact us?

If you have any questions or want to find out more about the evaluation, please get in touch with a member of the research team:

Contact details: cyptrailblazereval@contacts.bham.ac.uk