

Basic Income Support - expert-by-experience working group

Information Regarding Your Private, Personal Data

Who are we?

Anna Freud is setting up a new research study to look at the impact of a Basic Income Support programme. This notice informs you how we will use personal data collected for the purposes of joining the expert-by-experience working group.

What is personal data?

Anna Freud will be responsible for personal data collected from you as part of the working group. Personal data is information about you. For example:

- Your name
- Your age, gender, ethnicity, experience of working with social care (demographic data)
- The discussion that you have with us. This may be audio recorded, which we will write up, without names or identifying information, and then delete the audio recording. You can also input through a written survey (in Microsoft Forms) if you prefer.

Why are we collecting your personal data?

This programme involves providing families, who have social care input (i.e., with a Child In Need or Child Protection Plan status), with additional basic income for 10-12 months. We are looking for parents or carers with similar experiences to help us design the study and plan how it should be run, by joining workshops or through individual meetings.

We are collecting your personal data where you express an interest in participating and/or agree to participate in these meetings.

Where is my data?

We keep your data on safe systems at our office. Only people who work for us, or those we give permission to, can see it.

How long do you keep my data?

We keep your personal data until the end of the end of the project (May 2025) or if you ask us to delete your information. If the project continues for longer, we will ask if you still want to be involved and if so, will keep your information for longer. At this point, we delete it.

The only data that we keep for 10 years or longer (to be able to do more research) is: Your demographic data and summaries of your responses, however, these will not identify you. This is so we can write up what we have done in the project and use it to inform future research.

Do I need to do anything?

No. We work with a Data Protection Officer to make sure that we look after your data properly.

What are my rights?

The legal basis for processing data for this project is known as legitimate interest (Article 6(1)(f) and Article 9(2)), research purposes. You can check the Information Commissioner's website (<https://ico.org.uk/for-the-public>) for more details or contact Rachel Hart (Anna Freud's Data Protection Officer) using the details below.

You have rights when it comes to your data. Some of these include:

- The right to be informed
- The right of access
- The right to correct data
- The right to be forgotten
- The right to restrict processing
- The right to data portability
- The right to object to our processing

You are not required to pay a charge for exercising your rights. We generally have one month within which to respond to your request.

For more information about your rights please visit the ICO website: <https://ico.org.uk/for-the-public/>. You can also contact us using the contact details included at the bottom of this notice to ask us about your rights.

Can I withdraw from the project?

If you no longer want to participate in the ‘Basic Income Support’ workshops you can withdraw at any time and we will respect that decision and cease to use your data. You can contact us using the contact details included at the bottom of this notice to make such a request.

Can I make a complaint?

If you feel we may not be handling your data appropriately or if you have any queries or concerns about this you can contact us, dpo@annafreud.org.

You can also, at any time, make a complaint about our processing of your data to the Information Commissioner, <https://ico.org.uk/global/contact-us>.

Can I find out more?

If you have any questions you can contact us at:

- abigail.thompson@annafreud.org
- Write to us: Anna Freud, 4-8 Rodney Street, London N1 9JH
- Our Data Protection Officer is Rachel Hart: DPO@annafreud.org