

Privacy Notice

Title of Study: A feasibility study of the Southwark Fathers Group

Secondary Title: Study of the Southwark Fathers Group

1. Introduction

Anna Freud is working with Southwark Council on a project funded by Foundations - What Works Centre for Children & Families (“Project Team”, “we”, “us”, “our”). The Project Team is committed to protecting the privacy and security of the personal data we collect about individuals (“you/your”).

The purpose of this privacy notice is to explain what personal data we collect about you when we conduct research for the projects listed in the title of this privacy notice. When we do this, we are the data controller.

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 paula.oliveira@annafreud.org quoting “Southwark Fathers Group” in the subject or body of the email.

2. Personal data we will collect

We shall be processing the data of several categories of data subject. Please read the section below that is relevant to you:

Children

- Name, age, gender, email, phone number, local council
- Home address (if needed to send printed questionnaires/surveys to the home)
- Parent / Legal Guardian signatures
- Answers provided in questionnaires/surveys which will include information about any emotional or behavioural difficulties you may be experiencing

Father

- Name, age, gender, email, phone number, local council, and job title
- Home address (if needed to send printed questionnaires/surveys to the home)
- Parental status and Signatures (on consent forms for yourself and any children)
- Administrative information about your involvement in the Fathers Groups created by Southwark Council
- Answers provided in interviews, group meetings and questionnaires/surveys which may be recorded

- Information on any emotional or behavioural difficulties you may be experiencing
- Ethnicity and any relevant health related information
- Whether you had a past status equivalent to being a Child Looked After, Child In Need or on a Childcare Protection Plan
- Experience of any instances of harm, any special educational needs or criminal history

Partner to a father (or male who is the Father figure in a household)

- Name, age, gender, email, phone number, local council, and job title
- Home address (if needed to send printed questionnaires/surveys to the home)
- Parental status and Signatures (on consent forms for yourself and any children)
- Answers provided in questionnaires/surveys
- Whether you had a past status equivalent to being a Child Looked After, Child In Need or on a Childcare Protection Plan
- Experience of any instances of harm and information on any emotional difficulties you may be experiencing

Professionals (includes Social Workers, Fathers Group Leaders/Practitioners, and key local authority decision makers)

- Name, email, phone number, local council, and job title
- Signatures (on consent forms)
- Answers provided in interviews, group meetings and questionnaires/surveys which may be recorded

3. How we collect information about you

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 “direct data collection” when data is collected directly from you and we refer to “indirect data collection” when the data is not collected directly from you) Please read the section below that is relevant to you:

Children

- From your parent or legal guardian (we always gain permission for this) (indirect data collection)
- From yourself via an online or paper survey we have sent you (direct data collection)

Father

- From Southwark Council (Fathers Group Practitioners) where they have received verbal permission from you as a registration of interest to be considered (indirect data collection)
- From yourself via an online or paper survey we have sent you (direct data collection)

- From yourself within an online/telephone interview or focus group session which may be recorded (direct data collection)
- From Fathers Group Practitioners when interviewed if they reference you in a way that means we could identify you (indirect data collection)
- From your child/children or the child/children to whom you are the father figure within a household in which you live together (indirect data collection)
- Southwark Council will share administrative data in a way that it remains anonymous to the researchers from Anna Freud. No data is shared with Foundations (indirect data collection)

Partner to a father (or male who is the Father figure in a household)

- From your partner who is classified as a “Father” within Southwark’s Fathers Group where they have received verbal permission from you as a registration of interest to be considered (indirect data collection)
- From yourself via an online or paper survey we have sent you (direct data collection)

Professionals

- From Southwark Council where they have received verbal permission from you as a registration of interest to be considered (indirect data collection)
- From yourself via an online or paper survey we have sent you (direct data collection)
- From yourself within an online/telephone interview or focus group session which may

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

When conducting the research study, we may use your personal data for the following purposes and on the following lawful bases. The table below is relevant to all data subjects involved in the research study:

4.1 Purpose	4.2 Lawful Basis for Processing
To help us understand the feasibility of the implementation of the programme/intervention on a wider scale, and how and whether the programme could be researched when at a wider scale.	Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Special categories of personal data used for the research shall be for the purpose of conducting research under UK GDPR Article 9.2(j).
To gain your permission for your participation or your child’s participation in the research.	

<p>To set up an interview or focus group for you to attend with you or to send you a survey for you to complete. [Not children or Partners]</p>	<p>Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</p> <p>Special categories of personal data used for the research shall be for the purpose of conducting research under UK GDPR Article 9.2(j).</p>
<p>To make contact with you to encourage completion of surveys.</p>	
<p>To identify data, which would be deleted where possible, should the data subject no longer agree to have their personal data processed for the purpose of conducting the Project.</p>	
<p>To use personal data identified from one dataset we are provided access to, to identify the same individual (you) in other datasets we are given access to as part of the project, which are currently unknown to us although may be one or a combination of datasets including police data, healthcare data, charity data and other datasets we are able to access which we identify as useful to this project.</p> <p>Data will not be used to make decisions about you. This use of data is to identify if it is possible to get such data and what categories of data are needed to gain access to further data/information.</p> <p>[Not children or Partners]</p>	
<p>To remove association from the information given to us so we are able to combine this information into a summary, alongside other project related information, and provide a summary to the local authority.</p>	
<p>For the relevant Local Authority to identify you as a programme participant and share the minimum amount of relevant personal data to</p>	<p>Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Local Authority)</p>

<p>allow the research project to continue.</p>	
<p>To identify personal data and take relevant action upon submission of a data subject rights request.</p>	<p>The lawful basis we shall be relying on is for the compliance with a legal obligation. The legal obligation is the UK General Data Protection Regulation to uphold your data protection rights.</p> <p>Special categories of personal data used for the purpose stated will be under UK GDPR Article 9.2(g).</p>
<p>For us to contact data subjects to ask if they would like to participate in any new projects as a participant where we think they may be a stakeholder / Subject Matter Expert relevant to the topic area of a new project (data subjects can opt out anytime).</p>	<p>The lawful basis we shall be relying on is the legitimate interest of the Data Controller.</p>

5. Sharing your data

It is unlikely that we'll ever share your personal data outside the UK. If, however, it becomes necessary for the purposes of conducting our research we will only share it with organisations in countries benefiting from a UK or European Commission adequacy decision, or on the basis of International Data transfer Agreements or European Commission Standard Contractual Clauses with a UK required addendum (all of which are recognised by the UK) 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 at Anna Freud only.
2. Pre-approved transcription vendors.
3. Pre-approved online survey platform providers.
4. Pre-approved digital communications and storage providers.

There may be scenarios where we are subject to a legal obligation to disclose or share your personal data, such as with law enforcement agencies, regulatory bodies or public authorities in order to prevent or detect crime. 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 (FOUNDATIONS) merges or gets acquired by another organisation, and all documents including any personal data change ownership (organisational ownership).

6. How long we keep your data

Data shall be reduced, redacted, de-identified and deleted at appropriate times so we remain the minimum amount of data possible throughout the project.

Once the final download of anonymous administrative data is sent from Southwark to Anna Freud, Southwark deletes their ability to identify you from the data they shared (were Anna Freud ever to send it back to Southwark - this is not planned).

Once a child has completed the survey, Anna Freud deletes the child's data which means they will no longer be able to identify which child has completed the survey. Anna Freud only keeps the children's data so they are able to politely encourage survey completion and have no use of a child's personal data after that time. This means the survey data from children is anonymous when the analysis of findings begin.

Anna Freud keeps your personal information for 1 year after the end of the project as is standard for our projects. This personal information is not shared with Southwark or Foundations at any time.

Transcription vendors are instructed to confirm deletion of interview recordings and any copies of transcriptions of interviews within 1 month of delivery of the transcription to the research team.

Your personal information is not put into the research report. The only reason we might have any participant's personal data in any report is if we have gained your permission to put your name against a quote we would like to publish.

7. How we protect your data

We implement appropriate technical and organisational measures to protect data that we process from unauthorised disclosure, use, alteration or destruction. Data protection assessments are conducted for each research project and all recipients of data used within any research data.

Your information is securely stored on a dedicated drive, and access is controlled by Anna Freud's information security policy for the duration of the research study period.

We will always keep these under review to make sure that the measures we have implemented remain appropriate.

Any personal data is not subject to any automated decision-making.

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.
- We never use your personal data for direct marketing, including profiling for direct marketing purposes.
- 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,
 - We do not need it any-more, but you want us to keep it for use in legal claims, 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.
- In some circumstances you can compel us to erase your personal data and request a machine-readable copy of your personal data to transfer to another service provider.
- 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 paula.oliveira@annafreud.org

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:

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1. **Organisation:** Anna Freud
Address: 4-8 Rodney Street, LONDON, N1 9JH
Name and Contact Details of the Researcher(s): Paula Oliveira,
paula.oliveira@annafreud.org (020 7443 2239, ext. 1211)

Anna Freud Data Protection Officer: dpo@annafreud.org

2. **Organisation:** Southwark Council
Address: 160 Tooley St, London SE1 2QH
Email: Hayley.Marsh@southwark.gov.uk
3. **Organisation:** Foundations - What Works Centre for Children & Families
Address: The Evidence Quarter, Albany House, Westminster, SW1H 9EA
Email: dpo@theevidencequarter.com

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 07 July 2023.