



Anna Freud

Privacy Notice for MindWorks

Who we are

Anna Freud (“we”, “our”, “us”, or “AF”) is a mental health charity. The MindWorks Project is a research study looking at how well a new programme called MindWorks helps people who find it difficult to manage their feelings at school and at home. The programme will be delivered by practitioners from Anna Freud.

MindWorks is being delivered in partnership with BIT, who will evaluate how effective the programme is. Both AF and BIT are responsible for managing the data collected during the project. This data will be used to understand whether the programme is helping, we will collect some personal information from young people, teachers, and caregivers taking part in the project.

If you have any questions about this notice, you can contact us using the details below:

Primary study contact:

Laura Lucas: laura.lucas@annafreud.org, 4-8 Rodney Street, London N1 9JH. Tel: 07767546906

Intervention lead contact:

Dr. Laura Talbot: laura.talbot@annafreud.org, 4-8 Rodney Street, London N1 9JH.

Project Email:

MindWorks@annafreud.org

The AF Data Protection Officer is Rachel Hart DPO@annafreud.org 020 7794 2313

1. Why we collect and use your information, and the legal reason for doing so.

In the UK, there are laws that protect your privacy, such as the Data Protection Act 2018 and the UK GDPR. These laws say that organisations like ours must have a valid legal reason to use your personal information. We always make sure that any of your personal information stays safe. For example, where possible, we use pseudonymisation (where we replace your name with an ID code) so that only the research team know which data belong to you. We also store all information on encrypted and password-protected systems hosted on secure network drives.

We will collect your personal information so we can provide the programme and research how well it works. The information you share will help us record your involvement in the programme and understand whether it is helpful, how it works, and who benefits from it most.

Our lawful bases for processing this data are:

Art 6 1 (f) Legitimate interests:



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- We have a genuine interest in running this research to see how well MindWorks supports young people.
- The information helps us build evidence on how to help people manage their emotions and stay in education.
- We have carefully balanced our project goals against your rights and do not believe this work will harm you or your privacy.
- We cannot properly check how well the program works unless we use this information.

For more sensitive information, called “Special Category data” (such as ethnicity or health information), we rely on:

Art 9(2)(h) Health or social care (with a basis in law) [used for delivery of clinical interventions and services,] and Sched 1 Part 1 (2) DPA (2018) Health or Social Care Purposes

2. What information will Anna Freud collect?

- A team of practitioners from Anna Freud will deliver the MindWorks programme. To run the programme, we collect information that helps us support you.
- Any information we collect from MindWorks sessions is stored securely on a platform called **Salesforce**.
- Some information we collect will be shared with the Behavioural Insights Team (BIT) to help them see whether the programme is helpful, and who it is most helpful for. Before sharing, we remove details that could identify you, so the information is anonymous.

Information we collect from parents / caregivers:

- **Personal information:** If you choose to opt-out of the project, any information you provide in the opt-out form will be sent to the Anna Freud team. This will allow us to record and track opt-out requests.
- **Session notes:** If you take part in the MindWorks intervention, MindWorks practitioners will collect some notes during the sessions. This helps us to track discussions and make sessions as helpful as possible.

Information we collect from young people:

- **Session information:** If you take part in the MindWorks intervention, we will collect information about your engagement with the programme (eg. how many sessions you have attended). We will also record other information on Salesforce about your sessions so that our Mindworks Practitioners can make them as helpful as possible. This will include:
 - Session rating scales



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- Session notes
- Risk management plans
- Demographic information

3. What information will be shared with us?

The Behavioural Insights Team (BIT) will share some information with us to help us plan and deliver the MindWorks programme.

Your school will also share some information with us to help us deliver the MindWorks programme, and so that we can contact you about taking part.

Information about Young People:

- **Referral information:** The Behavioural Insights Team (BIT) will share information with Anna Freud so we can see who can take part in the MindWorks programme.

This information will include:

- **Your identity:** Your name and contact details so we can arrange to speak with you.
- **Your background:** Information about your gender, ethnicity, any disability or neurodiversity, and your learning needs (such as your EHCP status) and whether you receive free school meals.
- **School life:** How you are getting on at school & the quality of your relationship with school staff.
- **School history:** information about your attendance and any history of suspensions, exclusions, or school transfers from school records. As well as your unique pupil number (UPN).
- **Justice system history:** Details about any past experiences with the youth justice system.
- **Life experiences:** Information about whether you are supported by children's services, your care experience, family stress, or any history of trauma

Information about Parents/Carers:

- **Contact details:** School staff will share your name, your email address, and a contact number, so that we can arrange to speak to you about yours and your child's engagement in MindWorks and provide updates on project progress.

Information about school staff (link teachers):

- **Contact details:** BIT will share your contact details (collected via the student referral form) with Anna Freud. We will use this information to contact you about your participation in the project.



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4. What do we do with your personal information? Any personal information you provide during the MindWorks project will be used by Anna Freud and BIT:

- **To get in touch:** We use your name and contact details to invite you to take part in surveys, interviews, or workshops.
- **To learn what works:** We look at your survey answers and notes from our chats to understand if the program is helping you manage your emotions and feel more supported.
- **To check school progress:** We look at school records, like attendance and behaviour notes, to see if the program helps young people stay in school.
- **To improve the program:** We use the information to find ways to make the program better for other young people in the future.

5. Who we share your data with

- Anonymous information collected during this project will be shared with BIT, as explained above. You can find more details about how this information is used in this notice.
- We use **Salesforce** software to record and store any data. Data will be stored in servers maintained by Cirrico. Within Salesforce we use SMS Magic, DocuSign, PDFTron, FormAssembly and Booker25. We also use, Zoom, Microsoft Office tools including Microsoft Teams.
- To develop our understanding of how to best help pupils, school staff and parents and carers and to evaluate whether MindWorks is effective, outcome measures are collected from those in the study at two assessment timepoints. **The evaluation outcomes data will be collected by BIT.** The data held by BIT is pseudonymised which means that all identifying information is removed and replaced with a code, so you cannot be easily identified. **Anna Freud will not have access to these data.**
- At the end of the project, BIT will write a report setting out what they have learned from the evaluation activities. This report will be shared with the Youth Endowment Fund (YEF) and Anna Freud. The report might also be published in a science journal. It may include anonymous quotes or summaries of your answers in the report, but it will never include any personal information that could be used to identify you.
- When our study is finished, all information will be put into a highly secure, digital library called the “YEF Data Archive”. This is a secure database that allows researchers to look at long-term outcomes to see how programs like MindWorks help young people over several years. Researchers can only have access to this information if they are doing important research. Before your data is sent securely to this library, it is ‘pseudonymised’ - this means your name and address is swapped for a unique code number (like a secret ID). Because your name has been replaced by a code, these researchers cannot see who you are.
- You can find out more about how the YEF Data Archive handles your information [here](#). Once the data has been moved to the archive, we will securely delete your personal information from our own servers and devices.



- Usually, we will ask for your permission before sharing your information. However, in some situations we may need to share it without permission, for example if we believe you or someone else may be at risk of harm. If it is safe to do so, we will always try to let you know first.

6. Who we share your data with

The data we capture will be kept in line with the below tables.

Anna Freud - Intervention Data

Data captured from you during your intervention with the team at AF is held as per the below table

Category	How long we hold your data	Reason
Young people aged 11-17 - personal information (including MindWorks session data)	10 years or until the young person's 25th birthday	The exceptions to this will be records relating to young people who are subject to child protection arrangements, which will be retained for 10 years or their 25th birthday; and records for children in care (looked after) which will be retained for 101 years.
Parents and Carers (of 11-17) - personal information	10 years or until the young person's 25th birthday	In line with retention period for young people
School staff - personal information	Maximum 1 year	Retained only for the period required to complete MindWorks delivery activities.

The project is expected to run until June 2029. We expect to finish our work and move all data to the archive shortly after the final reports are published.

7. Your data rights

Under data protection law, you have rights we want to make you aware of. The rights available to you depend on our reason for processing your information and may only apply in certain circumstances. You can check the [Information Commissioners website](#) for more detail or contact the DPO.



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- **Your right to be informed** - this notice informs you what data we collect and how we use it.
- **Your right of access** - You have the right to ask us for a copy of your personal information.
- **Your right to rectification** - You have the right to ask us to correct information which you think is inaccurate or incomplete.
- **Your right to erasure** - This is known as the 'right to be forgotten' and [yhttps://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/](https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/)ou have the right to ask us to erase your personal information in certain circumstances, such as where it is no longer required. <https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/>
- **Your right to restriction of processing** - You have the right to ask us to limit the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to request we stop processing some or all of your data.
- **Your right to data portability** - This only applies to information you have given us and where we rely upon your consent to process the data.
- **Rights around automated decision making and profiling**

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

Please contact us at DPO@annafreud.org if you wish to make a request with regard to any of your rights.

8. Ethics Consent

- Alongside your data protection rights, we also consider your ethical rights. This evaluation has been approved by an independent ethics committee at BIT, and as part of this approval, we need your consent to take part in the evaluation.
- You can withdraw from the evaluation at any time - we will respect that decision. If you wish to withdraw any information from the project that you have already provided, you can do this up until March 2027.
- Your data cannot be deleted once it is in the YEF archive. Instead, YEF will keep it for as long as it is needed, and will check every five years to make sure it is still useful. You can contact us using the contact details included at the top of this notice to make such a request.

9. Making 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



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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>

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