



Anna Freud

Working/Advisory/Focus groups

Information regarding your private, personal data

Who are we?

Anna Freud works with participants on a regular basis when setting up new research studies and helping us develop new services and this notice informs you how we will use personal data collected for the purposes of joining a working or focus 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 - this may include some sensitive data. For example:

- your name and email address
- your age, gender, ethnicity, other demographic data and your personal experiences
- the discussion you have with us

We may record the discussion you have with us. We will write it up, without names or identifying information, and then delete the audio recording. We may also ask you to provide feedback through a written survey (in Microsoft Forms for example) if you prefer.

Why are we collecting your personal data?

We're looking for people to help design our studies and services and plan how these should be run, by joining workshops, focus groups or through individual meetings. Often, these people will have similar experiences to the people our research focuses on or the services we deliver.



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We're collecting your personal data because you've expressed an interest in participating and/or agree to participate in a working, advisory or focus groups. Once you've participated, we will use your data and other data we have collected to inform future work and studies at Anna Freud.

Where is my data?

We keep your data on safe systems and within our secure network at Anna Freud. Only people who work for us, or those we give permission to, can see it, for example if we need to share some information with a trusted organisation.

How long do you keep my data?

We keep your personal data until the end of the project and then we delete it. If the project continues for longer, we will ask if you still want to be involved. If you do, we will keep your information for longer. If you ask us to delete your information we will do so.

However, this information will not identify you.

Do I need to do anything?

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

What are my rights?

The legal bases we use for processing data for these projects are

Legitimate Interests - (Article 6[1][f]), which means we have identified a legitimate interest and conducted a suitable assessment to demonstrate that we can process your data.

When processing special category data (such as demographic data), we use the exemption 'explicit consent' (Article 9[2][a]) or 'research purposes' (Article 9[2][j]).



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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) at dpo@annafreud.org

You have rights when it comes to your data. 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 don't need to pay a charge to use your rights. We have one month 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 leave the project?

If you no longer want to take part in these workshops and advisory groups you can leave at any time. We will respect that decision and stop to using your personal data. We will anonymise your data if we use it in any of our reports so nobody will be able to identify you. 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, contact 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>



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How can I find out more?

If you have any questions you can contact us:

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