

## **Children and Young People**

### **Information about the study and how we use your data**

#### **What are we doing**

The University of Kent is doing a study looking at new ways to help families who might be experiencing difficulties. The new way of working involves a team of professionals who deliver a service called Multi-Systemic therapy (MST). The study is being paid for by the Youth Endowment Fund (YEF).

#### **Contact**

The study lead is Simon Coulton, [s.coulton@kent.ac.uk](mailto:s.coulton@kent.ac.uk).

The data protection officer at the University of Kent can be contacted at [dataprotection@kent.ac.uk](mailto:dataprotection@kent.ac.uk).

We work for the University of Kent; the university of Kent is called the 'controller' because it looks after the information you provide.

#### **What you will need to do**

If you agree to take part in the study, we will ask you to answer questions about yourself and your family. These questions ask about how you are feeling, about your behaviour and about how you feel about school.

We will ask to complete these questions online at the start of the study. Once we have finished the study, in about 9 months we will ask you to complete these questions again. It takes about 20 minutes to complete the questions, and a researcher will be available to help you. We might also ask you if you would like to speak with a researcher about your experience of the research, if you agree we will need to record the conversation so that we can remember everything that is said.

#### **Information we collect**

We will collect information about yourself, like your name, age. Some of the information we will collect is known as special information about things like your health, behaviour, ethnicity or whether you have been involved with the police or courts.

#### **How will we use this information**

We will use the information you give us to see whether the new service has worked. We will also ask the MST team at [Wrexham Borough County Council/ Flintshire County Council] to let us know what parts of the new service you and your family used.

At the end of the study we will write a report about the new service, but we won't include your name or anything that might identify you or your family in the report. The report will be published on the YEF website where anyone will be able to read it, we might also use the report in articles or presentations, at no point in any articles or presentations will anybody be able to identify you or your family.

#### **How we comply with the law**

We will only use your information if the law says its OK. Because the study is interesting and important and may benefit other young people like yourself in the future, the law says we can use your information to do this kind of work.

We always keep your information safe, we use password protection on all our files and only the research team can look at your information, for example if they need to contact you to complete questions at the end of the study. We try not to share your information with other countries, in rare events the company who provide the software used by the university, Microsoft, may have to transfer the data overseas to store it. We have agreements with Microsoft that they will keep your data protected and safe if they do this.

### **Keeping you safe**

If you feel upset by any of the questions, we ask you, you should tell your parent or guardian or another trusted adult or the project lead Simon Coulton (s.coulton@kent.ac.uk). When you answer the questions, a researcher will be available online to provide help and support.

We will keep what you tell us a secret unless we think that you or someone else might be at risk of harm. If this does happen, we will usually talk to you first to tell you why we want to talk to another person or organisation.

### **After the study finishes**

The Youth Endowment Fund, YEF for short, is paying us to do this study. When the study is finished, we will give the data you provide to YEF and they will become the 'controller' of the data. They will keep your data in a safe place called the YEF archive, you can find out more about the YEF archive here <https://youthendowmentfund.org.uk/evaluation-data-archive/faqs-the-youth-endowment-fund-data-archive/>.

Before your data goes into the YEF archive, we will remove any information that might identify you. This means no one who looks at the YEF archive will know who you are.

In the future, people can use the YEF archive to do more studies to find out whether the MST service, and other projects like ours, have helped young people. Only researchers who are approved by YEF will be able to look at the data in the archive. Schools, future employers and the police will not be able to use the data in the YEF archive.

### **Do you want to take part?**

We want lots of people to take part because this helps us understand what makes a difference to young people and their families.

You do not have to take part in the study – it's up to you. If you don't want to take part tell your parent or guardian or the people from the MST service.

If you decide not to take part in the study, you will still get the services you would have got if the study wasn't being done. However, you won't be able to have the MST service.

If you do decide to take part you will be asked to sign a form to say that you have read this and understand what taking part involves, ask any questions you need to before making a final decision.

If you do take part in the study, the research team will use a computer to decide whether you will receive the MST service or the service you would usually receive, this decision is made at random and prevents the research team choosing who does, or does not receive, the MST service.

**What happens if you change your mind?**

You can change your mind about taking part in the study at any time up until we have completed the second set of questions in nine months, this is because we will delete your contact details from the data we hold and wouldn't have a record of what data is yours.

If you do change your mind, tell your parent or guardian or contact the research lead, Simon Coulton ([s.coulton@kent.ac.uk](mailto:s.coulton@kent.ac.uk)). We will ask you if you are happy for us to still use the information you have provided, if you are not happy for us to do this, we will delete it.

Once your data has been transferred to the YEF archive you can't be identified, so the data cannot be deleted.

**How long do we keep your information**

The University of Kent will keep your information for five years for written information and ten years for electronic information. Before we transfer your data to the YEF data archive all data that may identify you will be removed.

Data transferred to the YEF data archive will be kept safely for as long as is necessary for future research. Every five years the data held in the YEF data archive will be reviewed to check whether it needs to be kept any longer.

**Your legal rights**

The law gives you rights over how we can use your information. You can find full details of these rights here [[link to privacy notice](#)].

**Questions?**

If you have any questions about how we use your information, or if you want to complain you can contact the University of Kent Data Protection Officer ([dataprotection@kent.ac.uk](mailto:dataprotection@kent.ac.uk)).

You also have the right to make a complaint to the Information Commissioners Office (ICO). You can find more information about the ICO and how to make a complaint on their website ([ico.org.uk/make-a-complaint/](http://ico.org.uk/make-a-complaint/)).

**Thank you for taking the time to read this leaflet.**