

Data privacy notice for parents/carers



As required by law, the purpose of this data privacy notice (DPN) is to explain what personal data we want to collect about you, as a parent or carer, for the purposes of an advisory group (“the group”) for a research study called: Effective Hybrid Work and Childcare (“the research”).

The research is looking to understand what it's like to be a parent with hybrid working arrangements – that is, when you split your working time between home and your workplace. We want to understand how families manage childcare alongside this way of working, and what helps or makes things harder.

The research is funded by the Nuffield Foundation and being carried out by the University of York with Coram Family and Childcare, Working Families and Ivana La Valle. As part of the research, we would like the group to give advice, support and challenge at various points of the research. This will include helping us develop questionnaires, written reports and blogs, and to tell others about our findings.

Working Families are recruiting parents and carers of children aged 5-18 to join the group. Once we have selected you to join the group, we will share your contact details and some relevant information about you (such as the age of your child/ren) with Coram Family and Childcare, who are the organiser of the group and are the data controller for the group. Once we have passed your details to Coram Family and Childcare, their data privacy notice will apply to any further data collected.

We (“we”, “us”, “our”) are committed to protecting the privacy and security of the personal data we collect about you and your child(ren) (“you/your”) in this research study. We are asking parents and carers to consent to taking part in the group.

Please read this data privacy notice carefully. It provides important information about your rights and how we handle your personal information. It should be read with the consent information provided as part of the online recruitment survey.

How and what information we collect about you

If you would like to take part in the group, we will collect personal data through an online questionnaire. This questionnaire will ask you for information about you, your partner (if you have one), your children, your work and use of childcare. We will not ask the name of your child. The data you provide will only be used for the purposes of this group, and you do not have to answer any of the questions if you do not want to.

Purposes for which we use personal information and the lawful basis

Some of the data above is special category data, a type of personal data that is considered sensitive and requires additional protection (for example data about racial or ethnic origin). We will process your data for the purposes of this research study under these lawful bases:

1. Personal data will be processed under the basis of Consent under UK General Data Protection Regulation Article 6.1(e).
2. Special category personal data being processed for research purposes is under GDPR Article 9.2(j) and DPA18 Schedule 1 Part 1.4(a), (b)&(c) for special category data including data considered to be a protected characteristic under the UK Equality Act 2010.

What we will do with your data

Answers from the online questionnaire will only be used by the team at Working Families, and then, if you are selected to take part in the group, with the team at Coram Family and Childcare. Your contact details will only be used to register your interest in taking part in the group and, if selected, to administer the group (for example to tell you the date and time of meetings, to send you participation vouchers or occasional extra opportunities to engage with the research). The information you share in the group will be used to inform the research design and outputs. At the end of the research we will write a report, which will not include any information that could personally identify you. We may ask if you would like to be named as a group participant in the final report, to acknowledge your contribution, but you do not have to consent in order to take part and we will not identify any individual contributions by name in any reports.

Sharing your data

Your data will not be shared with anyone else outside Working Families and Coram Family and Childcare, and we will not share your personal data outside of the UK. There may be scenarios where we have a legal obligation to disclose or share your personal data for safeguarding reasons, as required by law. This is if we believed you or someone you

mention is at risk of harm (for example they were going to be attacked). We will only ever disclose your personal data to these third parties to the extent we are required to do so by law. In the very rare occasion this might happen, we would always aim to talk to you about what information would be shared as well as how and when they are going to share this with others.

How long we keep your data

If you are not selected to take part, we will contact you to seek your permission to hold your data until the end of the research for the purposes of inviting you to join the group at a later stage, should other group members leave the group. If you do not give your consent, your personal data will be deleted from our records. If selected to take part, your personal data will be deleted from our records when the final research report is published.

How we protect your data

We implement appropriate technical and organisational measures to protect your data that we process from unauthorised disclosure, use, alteration or destruction. Your information is securely stored on a dedicated drive that can only be accessed by staff at Working Families.

Your rights and options

Your rights relating to your personal data include:

- ▣ You have the right to access 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 you can object to us using it this way
- ▣ We are not using your personal information for direct marketing purposes

Contact us

If you have any questions, or wish to exercise any of your rights, then you can contact:

Project: Effective Hybrid Work and Childcare

Organisation: Working Families

Email: Rebecca Jones, Head of Research: Rebecca.Jones@workingfamilies.org.uk

Alternatively you can contact Working Families' office at office@workingfamilies.org.uk.

How to complain

You can lodge a complaint with the Information Commissioner's Office:

Address: Wycliffe House, Water Lane, Cheshire, SK9 5AF

Helpline phone number: 0303 123 1113

ICO website: <https://ico.org.uk/concerns>

Changes to this privacy notice

We may update this notice (and any supplemental privacy notice), from time to time as shown in the footer. We will notify you of the changes where required by applicable law to do so.