University of Glasgow

School of Health & Wellbeing

SHINE Schools Health and Wellbeing Improvement Research Network

Privacy Notice for the Schools Health and Wellbeing Improvement Research Network (SHINE) Pupil mental health and wellbeing survey

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to the Schools Health and Wellbeing Improvement Research Network (SHINE) Pupil mental health and wellbeing survey. This privacy notice will explain how we will process your personal data.

Why we need it

We are collecting data (on subjective wellbeing, mental health difficulties, positive mental health and experiences at school) in order to carry out the SHINE online pupil mental health and wellbeing survey. This also includes demographic data such as date of birth, gender, ethnicity and postcode. We will only collect data that we need for research purposes and it is not used to identify individuals.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is Public task/Official authority. For the special categories of data, such as health data we collect, the legal basis is scientific and historical research.

What we do with it and who we share it with

- All the personal data you submit is processed by SHINE staff at the University of Glasgow in the United Kingdom.
- Your data will be collected using a University approved third party survey platform provided by Qualtrics.
- Permission to share research data will be requested from young people. We will remove any identifiable information (such as date of birth, postcode) and produce a pseudonymised dataset. A pseudonymised dataset is one where all identifiable information has been removed so that individual participants cannot be identified; The University of Glasgow will retain your school as the only key, accessible only by the research team, and this could potentially be used to re-identify the data.
- An anonymised dataset (unlike the dataset described above, there will be no key for this dataset, to reidentify you) may be made available to other trusted researchers for further research and teaching provided they sign an agreement promising to keep the data private. The anonymised data will be deposited in a secure place (repository) such as the UK data archive or the University of Glasgow Enlighten: Research Data repository. Individuals will never be identified in anything we share.

- Participating schools in the survey will receive a school level data report provided a minimum number of pupils have taken part that combines the results from the pupils who completed the survey in the school. If there are less than a certain number of pupils in a break down (for example, by age and gender), we will not provide the school these results. We may also produce reports for Local authorities and Regional Improvement Collaboratives.

- We may undertake data linkage in the future. Linkage of survey data to other data sources such as health and education data will be done under the strict control of the University of Glasgow, the NHS Public Benefit and Privacy Panel for Health and Social Care and the National Data Linkage Guiding Principles. Individuals and individual schools will never be identifiable from any published findings as a result of any linked data.

How long do we keep the data for?

Your data will be retained by the University of Glasgow for at least 10 years. After this time, if the data are no longer considered useful for research they will be securely destroyed in accordance with the relevant standard procedures.

What are your rights?

GDPR provides individuals with certain rights including: to request access to, copies of and rectification or erasure of personal data and to object to or restrict processing and to data portability. Please note that as we are processing your personal data for research purposes, the ability to exercise these rights may vary as there are potentially applicable research exemptions under the GDPR and the Data Protection Act. For more information on these exemptions, please see UofG Research with personal and special categories of data.

If you wish to exercise any of these rights, please contact dp@gla.ac.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) https://ico.org.uk/