

Privacy notice for the health-led trial

In line with the new EU General Data Protection Regulation (GDPR), there are certain things that we need to let you, a research participant, know about how your information will be processed. In this privacy notice, we explain the legal basis for data processing, who will have access to your personal data, how your data will be used, stored and deleted, who you can contact with a query or a complaint, how to access your data and how to withdraw from the trial.

What is the legal basis for processing my data?

The Department for Work and Pensions is the trial sponsor and data controller for this project. This means that it is responsible for deciding the purpose and legal basis for processing data. For this project, the legal basis for processing data is 'public task'.

You can contact the Department with any questions about the research by contacting Chris Gunning as follows: CHRIS.GUNNING@DWP.GSI.GOV.UK.

Who will have access to my personal data?

The Department for Work and Pensions has commissioned the Office for National Statistics (ONS) to safeguard and manage all personal and research data arising from the evaluation. This means the Department will not hold your personal data – the ONS will do this on its behalf.

ONS will provide information to the Independent Research Team that will enable the Team to make contact with trial participants for research purposes. It will also hold survey response data and information about the experiences of participants collected by the two trial sites, Working Win (in the Sheffield City Mayoral Region (SCMR) and Thrive into Work (in the West Midlands Combined Authority (WMCA) area).

ONS will also request health, benefit, and work information about participants from NHS Digital, DWP, and HMRC, which will only be used for research purposes. ONS will provide the following data to these organisations so they can locate the information in their system:

- Name
- Address
- Date of Birth
- National Insurance (NI) Number (with HMRC and DWP only)
- NHS Number (with NHS Digital only)

The Independent Research Team (formed of IES, L&W, NatCen and RAND Europe) are carrying out the research into the trial. ONS will send them participant names and associated contact details (including phone numbers, and email and postal addresses), which will help the Team to contact participants and carry out research. The Independent Research Team will then pseudonymise the data they collect and send it back to the ONS. This means the Independent Research Team will replace personal data that could identify you (such as your name and surname) with a unique code made up of letters and numbers known as your Trial ID. This code is generated by the software used during your initial meeting about the trial.

All research data will be fully anonymised before being analysed or archived.

How will my personal data, responses to the surveys and/or in interviews be treated?

Your personal data and response information are used for research purposes only.

At the end of the trial, your personal data and response information will be kept by ONS for up to three years for further health and work-related research. Any such research will be assessed and approved by the Department for Work and Pensions. If your response information is used for further health and work-related research, any personal data that could be used to identify you, such as your name, address, or telephone number, or National Insurance or NHS number, will **not** be shared.

After three years, your data will be anonymised and stored in the UK Data Archive where it will be available to other researchers to analyse.

The information stored in the UK Data Archive will not include your name, address, or telephone number, or anything else that can be used to identify you such as your date of birth or National Insurance or NHS number. The data stored in the UK Data Archive will only be used for research purposes that have been assessed and approved by the UK Data Archive, which has in place a process of licencing to carefully manage access to different types of data, depending on what type of data it is and who is requesting access to the data.

Who can I contact with a query or a complaint?

If you have any questions about how your data will be used, please contact the Department for Work and Pensions' Data Protection Officer:
data.protection@dwp.gsi.gov.uk

You may also contact the Chief Investigator for the trial, Professor Stephen Bevan as follows:

Email: Stephen.bevan-privacy@employment-studies.co.uk

Telephone: 01273 763400

Under the GDPR, you have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk, or you can ring 0303 123 1113.

Your access to your data

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

Can I opt-out or withdraw from the trial?

You can withdraw from the trial at any time without giving a reason. If you do withdraw, we will still use the information you have provided to help with research and analysis. However, you will not be asked to provide any more information or be contacted again by the Job Specialist or the research team.

If you would like to discuss the trial and the research before making a decision please contact Professor Stephen Bevan, Chief Investigator: Stephen.bevan-privacy@employment-studies.co.uk

How can I opt-out or withdraw from the trial?

You can 'opt-out' from the trial by sending an email, telling your employment specialist or telling a member of the Independent Research Team. You can also use the form given to you at the initial meeting with the employment specialist.

Opting-out or withdrawing by email

Working Win in SCMR

workingwin@syha.co.uk

Thrive into Work in WMCA

Birmingham & Wolverhampton - thrive@mail.remploy.co.uk,

Sandwell & West Birmingham - thrive@prospects.co.uk

Dudley - dwmh.thriveemploymentservice@nhs.net

Opt-out or withdrawing in person to your employment specialist

If you are receiving IPS support, you can tell your employment specialist of your decision and they will email ONS who will tell the Independent Research Team not to contact you again.

Opting-out or withdrawing in person to a member of the Independent Research Team

If you want to opt out when you are contacted by a member of the Independent Research Team, they will make a note of your decision and contact ONS with details in order that you are not contacted about the research again.