

What are the researchers allowed to do with information about your child?

Measuring Wellbeing in Schools project Privacy Notice

Background to the Measuring Wellbeing in Schools project

We are the National Lottery Community Fund (the "**Fund**"). We are registered with the Information Commissioner's Office ("**ICO**") under registration number Z968750X. We process information, or data, about your child as part of the Measuring Wellbeing in Schools research project. This is part of our HeadStart Programme. In order to do this processing, we (and our researchers) must have a legal basis (or a reason that is justified by the law) to do so.

This note explains the legal basis and the rights that you and your child have related to information about your child we may collect and use. These rights are as set out in the UK General Data Protection Regulation

Why can the Fund process your child's personal data?

Legally, we are able to process this

- To request correction of the personal data we hold about them if it is incorrect, out of date or incomplete;
- To request erasure of their personal data;
- To object to the processing of their personal data (please see further below);
- To request that the processing of their personal data be restricted; and
- To request the transfer of their personal data so that it can be transferred to you or a third party that you have chosen.

Right of access to your child's personal data

Neither you nor your child will have to pay a fee to access your child's personal data. However, we may charge a reasonable fee if the request is clearly unfounded or excessive (particularly where requests are repetitive). Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you in order to help us confirm your identity and ensure your right to access your child's personal data. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask for further information in relation to your request.

Please note that we try to respond to all legitimate requests within one (1) calendar month. If this is not possible because the following month is shorter and there is no

For more details about your child's rights, please have a look at this website: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

For further information, please see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/> and <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Changes to this privacy notice

We may change this notice by updating this page to reflect changes in the law or our data protection practices. We will also inform you of significant changes to this policy and ask for your consent should this be required by law.

What if you have any concerns or queries?

If you have any concerns or questions, you have the right to contact the ICO. You can do so by:

phoning 0303 123 1113;
visiting: www.ico.org.uk/concerns; or
writing to: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

However, we would appreciate the opportunity to address any concerns or queries you may have about the research or the project before you contact the ICO. Please contact:

Lorraine Joyce

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The National Lottery Community Fund

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Birmingham B15 1TR

Data Protection Officer: data.protection@tnlcommunityfund.org.uk