



Adding information from other sources

Government departments and agencies collect a range of information about all of us for administrative purposes. This is so they can provide education and other services to us when we need them. While we can learn about people's lives, economic circumstances, experiences, behaviour and beliefs by asking direct questions, it can sometimes be easier to obtain some of this information from government departments.

This leaflet explains more about this. Please take a moment to read it.





Adding information from other sources

What information would be added?

Records on economic circumstances including:

- National Insurance contributions
- Benefits, for example Child benefit or Income Support
- Employment and earnings
- Savings and pensions
- Participation in government schemes such as New Deal for Lone Parents or New Deal 25 Plus

From:

- The Department for Work and Pensions
- HM Revenue and Customs

Education Records including:

- National tests and formal assessments, for example SATS and GCSEs in England, Wales and Northern Ireland and Standard Grades in Scotland
- Basic information on pupils like demographic characteristics or special educational needs
- Courses taken

From:

- In England, the Department for Children, Schools and Families.
- In Wales, the Welsh Department for Children, Education, Lifelong Learning and Skills.
- In Scotland, local education authorities as well as the Scottish Government Education Directorate
- In Northern Ireland, the Department of Education and the Education and Skills Authority.

Who will use it?

Like your survey responses, the additional information would be used by academic and social policy researchers for non-commercial statistical analysis. Any sensitive information would only be made available to them under restricted access arrangements which make sure that the information is used responsibly and safely. Names and addresses are never included in the results and no individual can be identified from the research.

Your permission – What does it cover?

Any information can only be released with your permission. In order to access the information, we will provide some necessary personal details such as your name and address to the government departments and agencies holding the information. These details will only be used to identify your information. Before the departments and agencies send any information you have authorised back to us, your name and other details will be removed. None of your survey responses will be disclosed to these sources for any other purpose.

Like the answers you have given us in the survey, the information from other sources will be completely confidential in accordance with the Data Protection Act. Your current or future dealings with any of the departments or agencies will not be affected.

How long does your consent last?

We would like to add information relating to your present, past and future circumstances. We are not putting an expiry date to this consent as we do not know exactly when we will obtain and add the information. We will remind you regularly of the permissions you have given, and you are free to withdraw your consent at any time.

If you have any concerns, just call our Freephone number 0800 252 853 or write to: University of Essex, FREEPOST CL2610, Colchester, CO4 2BR.

What about my children's information?

We would like to add information on your child(ren) from birth up to age 16. We need to seek parental consent to add information on your children aged under 16. We understand that some children would be able to make this decision on their own behalf. You should make the decision that represents your child's wishes and best interests. You could discuss this with your child, and you can withdraw your consent at any time. Once your child reaches the age of 16 we will ask your child directly.



Adding information from other sources

What about data security?

Your name and address will always be confidential. Your anonymous records and your anonymous survey answers will only be used for research and statistics. We are very security conscious and all of our systems are password protected and accessed by a small number of authorised staff. The information we need to exchange with the government departments and agencies will be sent via secure transfer systems. We implement the most up to date data security protocols and procedures. Your personal details will be secure at all times.

What if I change my mind?

If you wish to withdraw your permission at any point in the future, please write to University of Essex, FREEPOST CL2610, Colchester, CO4 2BR stating:

“ I (your name), currently living at (your address and postcode) am a participant on (survey name) and I wish to withdraw my permission for administrative data on (type of information for which you want to withdraw permission) to be added to my survey data”
Please sign and date your letter.

You may choose to withdraw only part of the permissions you have given. To withdraw permissions you have given on behalf of your child(ren), you need to include their full name in your letter.

Thank-you

Please ask your interviewer any other questions you may have, or call us on 0800 252853