



## **Research Privacy Notice**

At Frontline we take our responsibility in the processing and security of research data seriously. We have robust policies in place to allow us to comply with the UK General Data Protection Regulation and the UK Data Protection Act 2018.

The Frontline Organisation continually conducts research and evaluation in order to improve and expand its programmes and Fellowship and contribute towards wider research into social work. For these purposes Frontline collects data from staff and participants of its programmes to conduct statistical and qualitative research and evaluation. If shared, this data is anonymised so that personal identifiers are removed. Staff and programme participants can decline to take part and to request no further similar approaches are made.

Year 2 participants of the Frontline programme carry out research in order to achieve a master's qualification. For this purpose, they collect data from research participants, who have given consent to take part in the research. This data is fully anonymised to provide confidentiality to research participants. Digital data is securely stored through Lancaster University and is deleted after participants receive their academic award. Research participants can withdraw consent to take part and for their data to be used for research purposes.

### **Why we collect personal data**

We collect personal data in our capacity as a social work teaching and research body. The specific purpose for collecting your data is for research purposes

The legal basis for processing your personal data is consent of the data subject grounded in Article 6 (1)(a) of the UK GDPR.

Where you are asked to provide **special category personal data** including personal data regarding your racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation we must rely on a further legal basis for processing this information. In such instances we rely on Article 9(2) (a) that the data subject has given explicit consent to the processing of this sensitive data.

### **How long we keep your data?**

Frontline follows the UK GDPR data minimisation principles which means that data will be kept no longer than is necessary for the purposes for which it is being processed. The period for which the personal data is stored is limited to a strict minimum. We will ensure that personal data is securely disposed of when no longer in line with our data retention policy which is subject to periodic review. Data gathered for the purpose of research carried out by participants in Year 2 of the programme is securely destroyed after participants have received their academic awards.

When Frontline gathers data from staff or participants of their programmes, the researchers who gathered and processed this data may also store it indefinitely and reuse it in future research. Frontline has undertaken measures to safeguard this stored data including the secure storage and encryption of interview, pseudonymisation of names and anonymization of any identifying features of the person being interviewed.

Please note that due to the nature of Frontline organisational research with staff and programme participants, some data rights might be affected. For example, it might not be possible to withdraw information after this has been combined with information supplied by other participants.

### **Who we share your data with?**

Whenever we share your information, we always require strict compliance with data protection legislation from the third party and we ensure appropriate controls are in place to protect it.



Where a Frontline participant (including Firstline and Headline) is undertaking research, data may be shared, in an anonymised form, with their supervisor and the immediate project team who are authorised to work on the project or access the information. Anonymised data included in participants written findings may be shared with participants' local authority or published in reports or articles.

Data collected from staff and participants of Frontline programmes might also be shared with

**Statutory or funding bodies such as the Department for Education**

**Trusted third parties that Frontline works with to deliver or evaluate its programmes**

**External evaluators**

**Local authorities**

**Frontline's external and internal auditors.**

### **Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

**Right of access** – you have the right to request a copy of the information that we hold about you providing it does not infringe the rights of others.

**Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.

**Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.

**Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.

**Right of portability** – you have the right to have the data we hold about you transferred to another organisation.

**Right to object** – you have the right to object to certain types of processing such as direct marketing.

**Right to object to automated processing, including profiling.**

**Right to judicial review:** in the event that Frontline refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined below.

### **Contact**

You should contact us using the details below if you have a query about how your data is being used or if you to make a complaint about how your personal data is being processed.

Please contact Data Protection Lead, Frontline, Coram Campus, 41 Brunswick Square, London WC1N 1AZ or [dpo@thefrontline.org.uk](mailto:dpo@thefrontline.org.uk).

If you are not satisfied how your complaint is handled by Frontline you have the right to lodge a complaint with the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel 0303 123 1113 <https://ico.org.uk/make-a-complaint/>