

Adding other information about you

Government departments and agencies routinely collect information about all of us to help them plan and provide the services we need.

Adding information stored in administrative records to the information you have given to NCDS over the years can help us understand much more about your experiences, and how to better support individuals and families. It helps us build a more complete picture of your life and makes NCDS an invaluable resource for researchers and policy makers.

We would like to ask you and your partner (if you have one) for permission to add some of the information held about yourselves in administrative records to the information we collect from you as part of the study. We can only obtain information from these records with your permission.

Some of you may have already given permissions for us to add this information about you. Your permissions can be changed at any time without giving us a reason. This applies to any permissions you may have given in the past.

All information collected by and added to the NCDS is treated in the strictest confidence in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR).

WHAT INFORMATION WOULD WE LIKE TO ADD AND WHY?

Economic records

Records kept by the Department for Work and Pensions (DWP) including information about benefit claims and participation in employment programmes.

Adding this information will help us get a better picture of those who are claiming benefits and how they can best be helped.

Records kept by Her Majesty's Revenue and Customs (HMRC) including information about employment, earnings, tax credits, occupational pensions and National Insurance Contributions.

These records will tell us more about your economic situation – at present, in the past and in the future. This will allow researchers to see how economic circumstances affect other aspects of life in greater detail.

Health records

National Health Service (NHS) records including visits to health services, details of health conditions, medications, treatments and surgery, as well as NHS numbers.

The medical and health records for all patients using the NHS health services throughout their lives are maintained by:

- NHS Digital in England;
- NHS Wales Informatics Service's Information Services Division (ISD);
- Information Services Division (ISD) of NHS National Services Scotland.

Adding your NHS records will allow researchers to examine both the lifestyle factors associated with the onset of particular illnesses and the ways in which illnesses have an impact on other aspects of people's lives.

WHY ARE WE ASKING FOR YOUR PARTNER'S RECORDS?

The circumstances of people you live with have a big effect on you. If, for example, your partner were to become seriously ill, or were to experience a prolonged period of unemployment, this could clearly have a significant impact on your life. We are only able to collect a very limited amount of information about your partner when we interview you, so adding information from their records will give us a much better understanding of your family circumstances.

HOW THE PROCESS WORKS

1) With your permission, we securely send your unique study identifier (unique ID), name, sex, address and date of birth to the named overleaf government departments and agencies that hold your records. If they are available, we may also send your NHS and National Insurance numbers to help identify your records.

Your personal details will only be used to help identify your records accurately. We do not send your survey responses or other information about you.

2) When your administrative records have been identified, the file containing your personal details is destroyed by the government department or agency. They will not keep any of the personal information passed on to them.

3) Your unique ID and the information taken from your administrative records are sent back to the NCDS team.

4) The NCDS team then matches the information from your administrative records to your survey responses using your unique ID.

5) The matched information containing survey answers and administrative information is made available to researchers. **Your name, address, your NHS or National Insurance numbers will never be seen by researchers.**

If your partner gives written permission, the same process will occur and their records will be added to your study responses.

KEEPING YOUR INFORMATION SAFE

To keep your information safe, it is encrypted and sent via secure transfer systems, in line with the most up to date security rules and procedures.

SOME ASSURANCES

Government departments and agencies will only receive the details they need to accurately identify your records, nothing more. Your decision whether or not to allow us to add information from your records will not affect your health treatment or any health insurance. It will not affect your benefits, tax or pension. Neither will it affect your future participation in the study.

WHEN DOES YOUR PERMISSION EXPIRE?

The information we would like to add relates to your past, present and future circumstances.

We have not put an end date on the permissions that you give as we do not know exactly when we will receive or add this information. We will collect these records on an ongoing basis unless you tell us to stop. We have not set a time limit for how long we will keep your records.

You can change your mind about adding information from these records or withdraw any of your permissions at any time, without giving us a reason. This applies for any permissions that you may have given in the past.

WHO WILL USE THE INFORMATION AND WHAT FOR?

The matched survey and administrative information will be used for research purposes only. Like your study responses, this information will be used by professional academic and social policy researchers for non-commercial research and statistics.

The information will be made available to researchers under restricted access arrangements via the UK Data Service (UKDS) or a similar organisation. This means that access to the data will only be granted in a secure research environment and after a successful application procedure, assessed and approved by the NCDS team and by the named government department or agency (if required). This is to make sure this information is used responsibly and safely.

For questions about this year's survey or adding other information, contact NatCen by:

- emailing ncds@natcen.ac.uk
- calling NatCen Freephone 0800 652 4574

You can also find out more at ncds.info

To change or ask questions about permissions you have previously given, contact the NCDS team by:

- emailing ncds@ucl.ac.uk
- calling NCDS Freephone 0800 035 5761 (leave a message quoting your reference number)
- writing to FREEPOST RTKJ-BBSL-CJXR, National Child Development Study, UCL Institute of Education, 20 Bedford Way, London, WC1H 0AL.



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