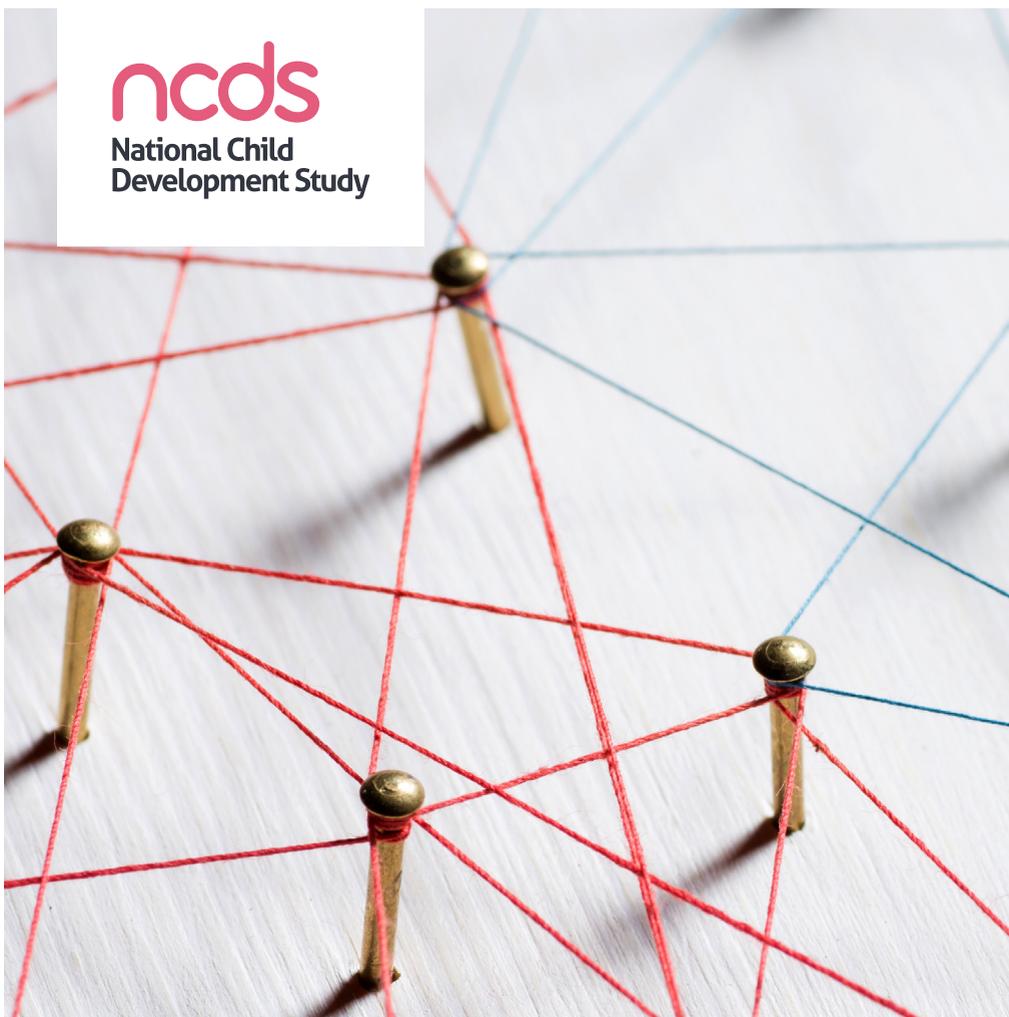


ncds

National Child
Development Study



Adding other information about you



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.

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

The information we would like to add is from administrative health and economic records.

We will only obtain this information with your permission.

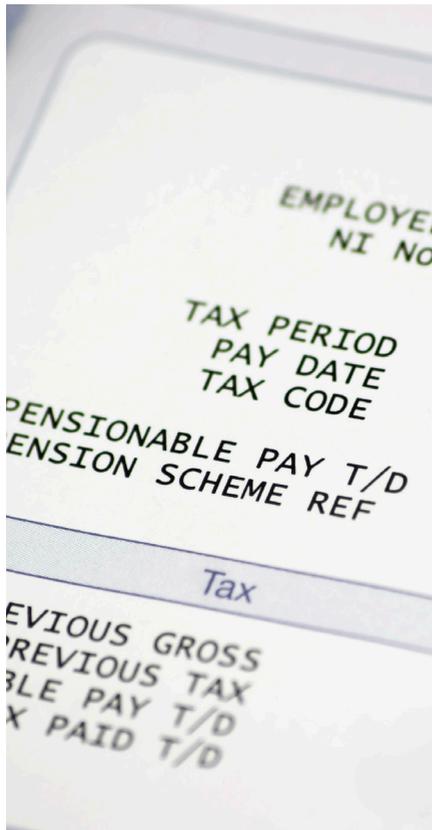
WHY ARE WE ASKING FOR YOUR PARTNER'S RECORDS?

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 long 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. We can use this information to make our research more accurate.

HAVE WE ASKED YOU (OR YOUR PARTNER) ABOUT THIS BEFORE?

Some of you may have already given permissions for us to add this information about you. This time, we are only asking about the permissions we have not previously collected from 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 NCDS, including information from administrative records, is treated in the strictest confidence in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR). The information is collected and used for research purposes only. The lawful basis on which we process your personal information is a 'Task in the Public Interest'.



WHAT INFORMATION IS IN THESE RECORDS?

HEALTH RECORDS

National Health Service (NHS) records include admissions or attendances at hospital (such as dates of admission, discharge or attendance, diagnoses received, treatments given, surgical procedures), visits to your family doctor or other health professional (e.g. midwife), specific conditions (such as cancer or diabetes), and prescriptions given.

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.

ECONOMIC RECORDS

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

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

SOME ASSURANCES

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.

WHY IS ADDING THIS INFORMATION IMPORTANT?

The information in these records is more detailed than the information we collect from you in the survey.

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.

It helps us build a more complete picture of your life and makes the study an invaluable resource for researchers and policy makers, who use this information to improve public services.

Adding other information from your health records will allow us to carry out more detailed research on things like:

- What lifestyle factors are linked to particular illnesses
- How illness impacts people's lives

Adding extra information about your earnings and benefits from your economic records will allow us to carry out more detailed research on things like:

- How well prepared people are for retirement
- Who receives which benefits and the impact this has on people's lives
- How childhood circumstances affect income in adult life

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 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) The government departments and agencies use your personal details to find your records.

When your records have been identified, the file containing your personal details is destroyed. These organisations will not keep any of the personal information passed on to them.

3) The government departments and agencies then send the information taken from your records, together with your unique ID, back to the NCDS team.

4) The NCDS team uses your unique ID to match the information from your administrative records to your survey responses.

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, which ensures that no one can be identified from the data.

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.

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.

WHO GETS TO SEE THE INFORMATION FROM YOUR RECORDS?

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, 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.

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 add this information. We will collect these records on an ongoing basis unless you tell us to stop.

As our aim is to follow your whole life's journey, we have not set a time limit on how long we will keep your information.

WHAT IF YOU CHANGE YOUR MIND?

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.

If we have already added some of your information, it will continue to be used for research purposes only, however we will not add any further information from your records.

See the back page for how you can change your permissions.

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

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

You can also find out more at [ncds.info](https://www.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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