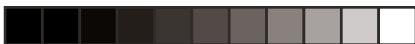




Information on adding economic records





Introduction

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. We would like to be able to use information from government departments in the future. This leaflet explains more about this. Please take a moment to read it.

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

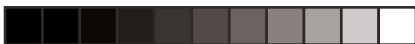
From:

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

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 held by the government agencies 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 ensure that the government agencies only give us 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.

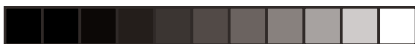
How long does your consent last?

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.

What about data security?

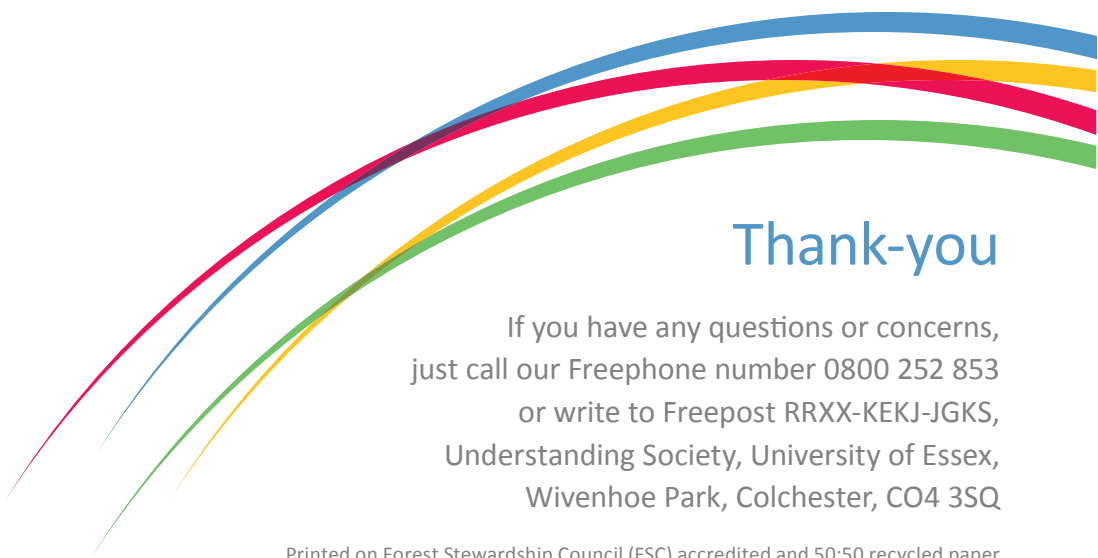
Your name and address will always be confidential. Your anonymous records and your anonymous survey answers will only be used for research and statistics. We are very security conscious and all of our systems are password protected and accessed by a small number of authorised staff. The information we 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 you change your mind?

If you wish to withdraw your permission at any point in the future, please write to Freepost RRXX-KEKJ-JGKS, Understanding Society, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ stating: "I < your name>, currently living at < your address and postcode> am a participant on Understanding Society and I wish to withdraw my permission for administrative economic records to be added to my survey data." Please sign and date your letter.



Thank-you

If you have any questions or concerns,
just call our Freephone number 0800 252 853
or write to Freepost RRXX-KEKJ-JGKS,
Understanding Society, University of Essex,
Wivenhoe Park, Colchester, CO4 3SQ

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