



Understanding Society

Wave 11

Wave 11 Information Leaflets

- GB Information Leaflet
- NI Information Leaflet
- Consent Documents

Consent flowchart

W8 Information on adding economic records HMRC

W11 Information on adding economic records GB DWP

W11 Information on adding economic records NI SSA

W11 Information on adding education records

W11 NEST consent Leaflet

GB Information Leaflet



Understanding Society: Information for Participants



KANTAR PUBLIC

NatCen
Social Research that works for society



USOC/GB information leaflet/issued January 2019



Understanding Society...

is a very special study that follows the lives of tens of thousands of people who live in the UK, collecting information about the events and people that affect them.

This information is used by social scientists, policy makers and economists to help make better decisions about things that affect people's lives. In the past, studies like this have contributed to changes in the law, given insights into human psychology, and helped doctors treat illnesses more effectively.

You are important to us

Households were chosen to take part in this study to represent thousands of other people living in the UK. If you live in one of those households, or with someone who has taken part in *Understanding Society* before, you can take part in the study.

By taking part, you are helping to create a record of how life in the UK is changing and what impact those changes have on you and the other people you live with, for example, how a new job or baby affects your health and well-being, your financial circumstances and personal relationships a year or two years later.

What do I have to do?

To join in, all you have to do is answer some questions about your life and your opinions. If you are already a member of the study you will be familiar with most aspects of the interview. The interview will take approximately 45 minutes to an hour, depending on your circumstances. It will cover some of the key areas of your life such as health, employment, retirement, personal relationships, friends and family, childcare, and leisure activities.

Do you just want to talk to me?

We would like to talk to everyone aged 16 and over who lives in your home. With parents' consent, we would also like young people aged 10-15 to fill in a short questionnaire.

Are you new to this household?

You are being asked to take part because you are now living in the household of someone who has previously taken part in the study.

Without your input, we won't be able to gain a complete understanding of how household and family circumstances may be changing.

What do I get out of it?

Each person in the household who takes part will receive a High Street voucher that can be used at a range of retailers. Young people aged 10-15 who complete a self-completion questionnaire will receive a £5 High Street voucher. As a member of *Understanding Society* you will also have access to study findings and research updates.

Is the study confidential?

Yes, we always take great care to protect the confidentiality of the information you give us, in accordance with the Data Protection Act. The results of the study will be used for research purposes only. You can ask to see your details at any time or to have them removed from our database. The data is and will remain anonymous – it will be impossible for anyone to identify you or your household from the study's results.

Who is doing the research?

Researchers at the University of Essex are running *Understanding Society* together with Kantar Public. Funding has been provided by the Economic and Social Research Council (ESRC).

How do I find out more?

If you'd like some more information on the study: visit www.understandingsociety.ac.uk, email contact@understandingsociety.ac.uk, call the University of Essex on Freephone 0800 252 853 or write to FREEPOST RRRX-KEKJ-JGKS, Understanding Society, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ. We'll be really pleased to hear from you.

NI Information Leaflet



Understanding Society: Information for Participants



KANTAR MILLWARD BROWN





Understanding Society...

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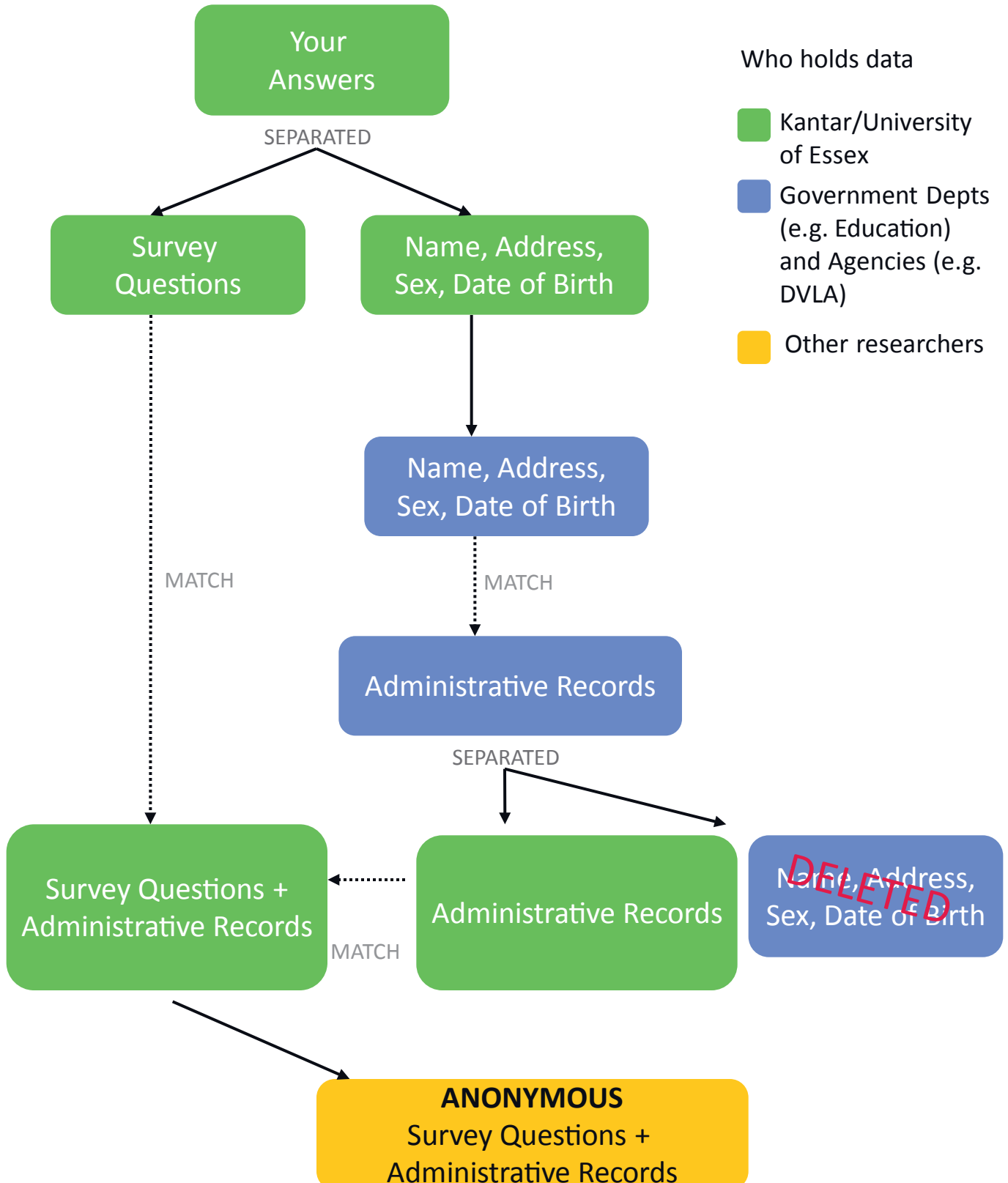
Yes, we always take great care to protect the confidentiality of the information you give us, in accordance with the Data Protection Act. The results of the study will be used for research purposes only. You can ask to see your details at any time or to have them removed from our database. The data is and will remain anonymous – it will be impossible for anyone to identify you or your household from the study's results.

Who is doing the research?

Researchers at the University of Essex are running *Understanding Society*. Funding has been provided by the Economic and Social Research Council (ESRC). Fieldwork is carried out by Kantar Millward Brown.

Consent flowchart

Data Flow for Administrative Records



W8 Information on adding economic records HMRC



Information on adding economic records



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W8

Data linking

Government departments and agencies collect a range of information about all of us for administrative purposes, so they can plan and provide services. Added to the responses you have provided in this study the information can inform further analyses and help us get a better picture of those who are using services provided by the government.

What am I being asked to give permission for?

We are asking for your permission to link the information Her Majesty's Revenue & Customs (HMRC) hold about your employment and self-employment history, your National Insurance contributions, income and tax credits. The information goes back to the 1970s, and to the beginning of self-assessment in the 1990s. The Understanding Society study at the University of Essex would like to add these records to the responses you have given to this study. If you give your permission, it will inform further analysis to help us get a better picture of the economic circumstances of private households and how they can best be helped.

What will happen if I give permission?

- 1) The Understanding Society study will give HMRC your name, address, sex and date of birth.
- 2) HMRC will use these details to identify the correct records it holds about you, and delete any of the personal information passed on to them.
- 3) HMRC will send your HMRC records to the Institute for Social and Economic Research at University of Essex using a secure data transfer method.
- 4) The Understanding Society study will add the HMRC records to your study responses.

What will the research be used for and who will use it?

Like your study responses, the additional information will be held as a resource for use by professional academic and social policy researchers for non-commercial research and statistics over the coming years. 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.

The data will not be used to work out whether any individual is claiming benefits they should not be and will not affect any current or future dealings with HMRC. Your permission would allow researchers to provide answers to a great deal of highly policy-relevant questions, for example:


- how well prepared individuals and families are for retirement and how this differs across time and generations; and
- in much greater detail, how family circumstances interact with tax credits, earnings and interruptions in earnings.

What if I change my mind?

We will remind you periodically of the permissions you have given, and you can withdraw your permission at any time. While it is not possible to remove historical data, no new data will be added from that point onwards.

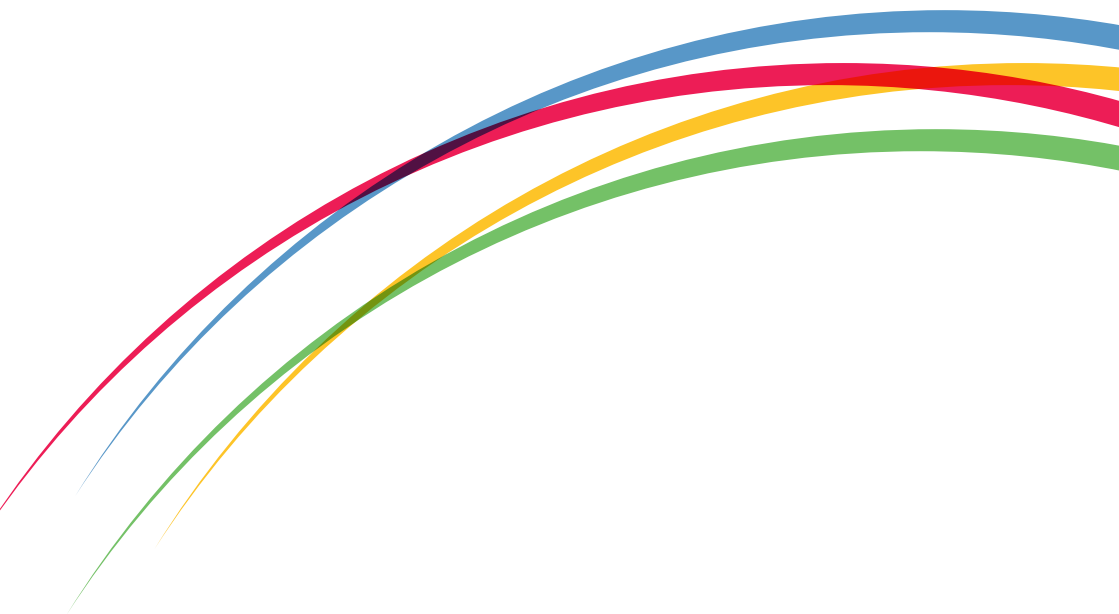
Who do I contact?

If you would like any further information or want to withdraw your permission, please contact us at:
FREEPOST RRXX-KEKJ-JGKS, Understanding Society, University of Essex,
Wivenhoe Park, Colchester, CO4 3SQ.
Freephone: 0800 252853
Email: contact@understandingsociety.ac.uk



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



W11 Information on adding economic records GB DWP



Information on adding economic records



Thank-you

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Social Research that works for society

USOC/GB/information on
adding economic records/
issued January 2019





Data linking

Government departments and agencies collect a range of information about all of us for administrative purposes, so they can plan and provide services. Added to the responses you have provided in this study the information can inform further analyses and help us get a better picture of those who are using services provided by the government.

What am I being asked to give permission for?

The Department for Work and Pensions (DWP) keeps records of everybody's benefit claims and any periods people spend on employment programmes.

The *Understanding Society* study at the University of Essex would like to add these records to the responses you have given to this study.

If you give your permission, it will inform further analysis to help us get a better picture of those who are claiming benefits and how they can best be helped.

What will happen if I give permission?

- 1) The *Understanding Society* study will give the DWP your name, address, sex and date of birth.
- 2) The DWP will use these details to identify the correct records it holds about you.
- 3) The DWP will send your DWP records to the *Understanding Society* study.
- 4) The DWP will not keep any of the personal information passed on to them.
- 5) The *Understanding Society* study will add the DWP records to your study responses.
- 6) Your personal information (name and address) will be removed before any research is done.

What will the research be used for and who will use it?

Like your study responses, the additional information would be used by professional academic and social policy researchers for non-commercial research and statistics. 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.

The data will not be used to work out whether any individual is claiming benefits they should not be and will not affect any current or future claims for benefits.

What if I change my mind?

You can withdraw permission at any time for your DWP records to be added to your study answers.

Who do I contact?

If you would like any further information or want to withdraw your permission, please contact us at:

FREEPOST RRXX-KEKJ-JGKS,
Understanding Society,
University of Essex,
Wivenhoe Park,
Colchester,
CO4 3SQ.

Freephone 0800 252853
Email: contact@understandingsociety.ac.uk



W11 Information on adding economic records NI SSA



Information on adding economic records



Thank-you

If you have any questions or concerns,
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Understanding Society, University of Essex,
Wivenhoe Park, Colchester, CO4 3SQ



Data linking

Government departments and agencies collect a range of information about all of us for administrative purposes, so they can plan and provide services. Added to the responses you have provided in this study the information can inform further analyses and help us get a better picture of those who are using services provided by the government.

What am I being asked to give permission for?

The Social Security Agency (SSA) keeps records of everybody's benefit claims and any periods people spend on employment programmes.

The *Understanding Society* study at the University of Essex would like to add these records to the responses you have given to this study.

If you give your permission, it will inform further analysis to help us get a better picture of those who are claiming benefits and how they can best be helped.

What will happen if I give permission?

- 1) The *Understanding Society* study will give the SSA your name, address, sex and date of birth.
- 2) The SSA will use these details to identify the correct records it holds about you.
- 3) The SSA will send your records to the *Understanding Society* study.
- 4) The SSA will not keep any of the personal information passed on to them.
- 5) The *Understanding Society* study will add the SSA records to your study responses.
- 6) Your personal information (name and address) will be removed before any research is done.

What will the research be used for and who will use it?

Like your study responses, the additional information would be used by professional academic and social policy researchers for non-commercial research and statistics. 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.

The data will not be used to work out whether any individual is claiming benefits they should not be and will not affect any current or future claims for benefits.

What if I change my mind?


You can withdraw permission at any time for your SSA records to be added to your study answers.

Who do I contact?

If you would like any further information or want to withdraw your permission, please contact us at:

FREEPOST RRXX-KEKJ-JGKS,
Understanding Society,
University of Essex,
Wivenhoe Park,
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W11 Information on adding education records

What about data security?

Your survey answers and education records will be anonymised and 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 education data to be added to my survey data." Please sign and date your letter. 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.

For more information, visit: www.understandingsociety.ac.uk/participants

Thank-you

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

For more information, visit:
www.understandingsociety.ac.uk

Information on adding education records



KANTAR PUBLIC

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Social Research that works for society

USOC/information on adding education
records/issued January 2019



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. Doing this means that we don't have to ask you about these and the interview can be much shorter.

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

What information would be added?

Education Records including:

- National tests and formal assessments, for example SATS and GCSEs in England, Wales and Northern Ireland and Standard Grades and Highers in Scotland
- Basic information on pupils like demographic characteristics (including ethnicity), special educational needs, attendance and eligibility for free school meals
- Further education courses taken, grades and funding
- Pre-school attended

From:

- In England, the Department for Education or agencies working on their behalf (as applicable)
- In Wales, the Welsh Department for Children, Education, Lifelong Learning and Skills.
- In Scotland, the Scottish Government Learning 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?

Information can only be released with your permission. To make the link between education records and your survey responses we would need to pass on personal information to the government departments and agencies holding the records. They can then add your/your child's education records to your survey responses. The necessary personal details include full name, full address, gender, date of birth and school name, where applicable. 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.

Like the answers you have given us in the survey, the information from other sources will be treated in confidence and 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 would like to continue to link in your data until you complete your school and further education. We will remind you regularly of the permissions you have given, and you are free to withdraw your consent at any time. If you do choose to withdraw your consent we will no longer link your records to your survey responses but we will retain data which has been previously linked if you have given us permission.

What about your 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 when we next speak to them.



W11 NEST consent Leaflet



Understanding
Society

Merging Your Answers with Information from NEST

Merging your answers with information from NEST

The National Employment Savings Trust (NEST) manages workplace pensions for millions of people, right across the UK. Most people saving in NEST have been enrolled automatically by their employers, which means they're often not sure whether or not they have a NEST account. This means you may be a member of NEST without knowing it. NEST keeps records of the contributions that employers and employees make into their pension accounts, along with other administrative information on its customers. By combining some of this information with the responses you have provided in this study we can get a better picture of who is saving in the NEST scheme and how their retirement savings are building up.

What am I being asked to give permission for?

The Understanding Society study at the University of Essex would like to find out whether you have a NEST account. If you do, we would also like to add information that NEST has on your pension account to the responses you have given to this study. If you give your permission, it will inform further analysis to help us get a better picture of those who are saving in NEST and how their NEST savings fit in with their finances as a whole.

What will happen if I give permission?

- 1) The Understanding Society study will give NEST your name, postcode, sex and date of birth.
- 2) NEST will use these details to find out whether you have an account with NEST and if you do, it will look up any records it holds about you.
- 3) NEST will send your NEST records to the Understanding Society study.
- 4) Once NEST has identified and sent your records to Understanding Society, NEST will not retain any of the personal information passed on to them, though it will keep any information it already holds on you. It will also keep records of the fact that you agreed for your information to be shared.
- 5) The Understanding Society study will add the NEST records to your study responses.
- 6) Your personal information (name and address) will be removed before any research is done.

What information will NEST share with Understanding Society?

If NEST finds that you have an account with them they will share the following information with Understanding Society:

- How and when you were enrolled into NEST and how many times you've been enrolled, either by yourself or by one or more employers.
- How your membership of NEST has changed since your enrolment – for instance, if you've ever stopped your contributions or opted out.
- The size, industry sectors and geographic locations of any employers who have enrolled you in to NEST.
- The dates and amounts of contributions you or your employers have paid into your account.
- How much you have saved in your NEST account, including any contributions you may have invested directly, and how this is invested.
- Whether you've transferred or withdrawn any money from your account, and if so, how much, in what form, and when you took it.

What will the research be used for and who will use it?

Like your study responses, the additional information would be used by professional academic and social policy researchers for non-commercial research and statistics. Any sensitive information would only be made available to them under restricted access arrangements which ensure 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.

To find out more about how your data will be used, see our frequently asked questions at <https://www.understandingsociety.ac.uk/participants/faq>

For examples of the kinds of research that uses Understanding Society data, see <https://www.understandingsociety.ac.uk/participants/difference>

What if I change my mind?

You can withdraw permission at any time for your NEST records to be added to your study answers. If you do withdraw your permission, we will retain your NEST information up until that point but after this point we will make no further links.

Who do I contact?

If you would like any further information or want to withdraw your permission, please contact us at:

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