



Understanding Society

Wave 12

Wave 12 Information Leaflets

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Consent to Info leaflet Economic GB Update



Understanding
Society

Information for Participants

Adding economic records
to your survey information

Linking data

Government departments and agencies collect all sorts of information about us for administrative purposes. This information helps them plan and provide services. While we can learn about people's lives, economic circumstances, experiences and behaviours by asking direct questions in a survey, it can sometimes be easier to get some of this information from government departments. Doing this means that we don't have to ask you about these and your interview can be much shorter.

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

What information would be added?

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

Understanding Society would like to add these records to the responses you have given to the survey.

If you give your permission, we will be able to better analyse who is 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.

The information 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 have any questions, 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.org.uk**

Consent to Info leaflet Economic NI Update



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Information for Participants

Adding economic records
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Linking data

Government departments and agencies collect all sorts of information about us for administrative purposes. This information helps them plan and provide services. While we can learn about people's lives, economic circumstances, experiences and behaviours by asking direct questions in a survey, it can sometimes be easier to get some of this information from government departments. Doing this means that we don't have to ask you about these and your interview can be much shorter.

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

What information would be added?

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

Understanding Society would like to add these records to the responses you have given to the survey.

If you give your permission, we will be able to better analyse who is 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 SSA 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.

The information 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 have any questions, would like any further information or want to withdraw your permission, please contact us at:

**FREEPOST RRXX-KEKJ-JGKS,
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Wivenhoe Park,
Colchester, CO4 3SQ.**

Freephone **0800 252853**

Email: **contact@understandingsociety.org.uk**

Information leaflet accompanying advance letters



Keep in touch with Understanding Society

You can visit our website: www.understandingsociety.ac.uk

You can contact our participant liaison team by email:
contact@understandingsociety.ac.uk

By Freephone: **0800 252 853**

Or write to us:
**FREEPOST RRXX-KEKJ-JGKS,
Understanding Society,
University of Essex,
Wivenhoe Park,
Colchester, CO4 3SQ**

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USOC/W12/leaflet/letter/issued January 2020

Building a picture of the UK one interview at a time

Your annual interview

Everyone who takes part in Understanding Society is an individual – your life and experiences are unique. There's no one else in the Study like you and we can't replace your interview with anyone else's.

From across the UK, tens of thousands of individuals take part in Understanding Society and together these interviews help us to build an accurate picture of life in the UK today. Through Understanding Society we can see where people's lives change, what stays the same and the experiences of different generations. It helps us understand which government policies have worked, and which ones haven't, how families and communities change over time and how social and political opinions develop. Understanding Society plays a key role in medical research, helping us better understand health and treat diseases.

In the last year, information from Understanding Society has been used to look at:

- the links between housing and mental health
- modelling the future pensions needs for the UK
- how happy children are
- measuring poverty in the UK
- over-crowding in housing
- commuting times and changing work patterns
- plan local services for older people
- the gender pay gap
- how families organise paid and domestic work
- young people's use of social media
- whether flexible working is good for our health

And much, much more. You can find more information about how Understanding Society is being used by looking on our website: www.understandingsociety.ac.uk/participants

Our participants also tell us that their interview is a chance to reflect on their own life; to take stock and see what's new, or not, each year.

Whatever your reasons for taking part – thank you. Your interview makes a difference.

Understanding Society and confidentiality

We take great care to protect the confidentiality of our participants. Your personal details such as name, address and date of birth are removed from your survey, so that you cannot be identified. Your details are never made available to researchers or other companies who might use them for marketing purposes.

Is my information secure if I do the survey online?

Yes. The information you provide online is secure. You are issued with a unique log-in for the survey. The information you give us is downloaded on to secure servers.

Who checks that Understanding Society keeps information secure?

Understanding Society is compliant with the ISO-27001 data security protocols and procedures, which is an international standard for information security management. We are regularly inspected by an independent auditor as part of our ISO-27001 certification. Our fieldwork partners, NatCen Social Research and Kantar Public, have also achieved ISO-27000 certification.

Is Understanding Society compliant with the GDPR?

Yes. We are compliant with the General Data Protection Regulation

For more information on data security and GDPR go to:

www.understandingsociety.ac.uk/participants/data-confidentiality

Information on adding education records



Understanding
Society

Information on adding education records

Introduction

Government departments and agencies collect all sorts of information about 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 get 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 won't change.

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 could discuss this with your child and make the decision that represents your child's wishes and best interests. 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.

What about data security?

Your survey answers and education records will be anonymised and will only be used for research and statistics. We are extremely security conscious and all of our systems are password protected and only 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, C04 3SQ.**

Please sign and date your letter. If you have any questions or concerns, just call our Freephone number **0800 252 853** or write to us.

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

Thank you

Linking data infographic

Linking Data

What happens to your personal information



You complete your interview with Understanding Society.



Government agencies collect data as a matter of course. This could be from NHS, DVLA, HMRC or education records.

We create



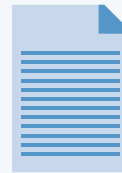
A dataset with your anonymous answers.



A dataset with a temporary ID, your name, address, sex, DOB.



Government agencies create datasets with everyone's information: name, address, sex, DOB



We send this file to the government agency



They find your record

Remove the personal information from it and send your data to us.

We match



and create



your survey answers



the government agency data



a new anonymous dataset which combines the survey answers and the government agency data, but has no personal identifying information.

The anonymous data are available to researchers

