



Understanding Society

Wave 13

Wave 13 Information Leaflets

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USOC W13_Consent Info Leaflet on adding Economic
records GB_v3

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

USOC W13_Consent Info Leaflet on adding Economic
records NI_v3

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 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:

Freephone
0800 252853

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Understanding Society
University of Essex
Wivenhoe Park
Colchester, CO4 3SQ

Email:
contact@
understandingsociety.
org.uk

USOC W13_Consent Info Leaflet on adding education
records_v3

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, CO4 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.understanding-society.ac.uk/participants
Thank you

USOC W13_Information leaflet for new entrants

Information for Participants



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 them 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. In doing so, 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 wellbeing, 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 opinions. If you are already a member of the study you will be familiar with how the interview works. It will take approximately 45 minutes to an hour, depending on your circumstances, and 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 fill in a self-completion questionnaire will receive a High Street voucher. As a member of Understanding Society you will also be kept informed about study findings and research updates.

Is the study confidential?

Yes, we are always extremely careful 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 NatCen Social Research, Kantar and Ipsos Mori. 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
RRXX-KEKJ-JGKS
Understanding Society
University of Essex
Wivenhoe Park
Colchester, CO4 3SQ
We'll be really pleased to hear from you.

