



Understanding Society

W14

Wave 14 Continuing Sample

Information Leaflets

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Permission to link administrative information flow-chart

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

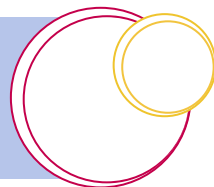


USOC W14_Information leaflet enclosed with advanced letters

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:

- home schooling during the Covid-19 lockdown
- gender equality at work
- how happy children are
- changes in health behaviour
- recruiting and retaining teachers
- the travel needs of older people
- food bank use
- the impact of later life divorce on mental health
- inequalities between generations
- preventing teenage bullying
- the links between air pollution and memory issues

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.**



**Economic
and Social
Research Council**



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. However, if you tell us something that makes us worried about your or your children's safety, we may have to discuss this with somebody else as we need to be sure you are safe.

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, 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

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**



Follow us on



USOC W14_Information 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

W14 Information on adding_economic records_v2 (1)

Information on adding economic records



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 selfemployment 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.

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

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.

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

Email:
contact@
understandingsociety.
ac.uk

Thank
you

W14 Information on adding_NEST records_v1

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:

FREEPOST
RRXX-KEKJ-JGKS
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