

APPENDIX 1

Data Protection Privacy Notice (Information about the processing of pupil data)

The United Against Bullying programme involves the collection and analysis of data about participating pupils, including a 15 minute online pupil questionnaire. The Anti-Bullying Alliance (ABA) is part of the National Children's Bureau (NCB) - which is a registered charity, No. 258825, registered in England and Wales No. 952717, whose registered office is 23 Mentmore Terrace, Hackney, London E8 3PN, a Company Limited by Guarantee - has produced this privacy notice to provide parents of pupils with information about the data collected, processed and stored, for this specific purpose, and their rights in relation to it.

ABA/NCB is the organisation with responsibility for this data (the data controller) and all data will be processed in accordance with the Under the UK GDPR (Data Protection Act 2018 - "DPA" and EU Directive 2016/680 and Regulation EU/2016/679 – 'The General Data Protection Regulation "EU GDPR"): and for that purpose NCB is the data controller, registered with the Information Commissioner's Office (ICO) registration number: Z7988835. Please visit NCB's full Data Protection Statement at: www.ncb.org.uk/privacy-statement

The data is processed by Schnell Solutions Limited (the data processor) - a company registered in England and Wales under registration number 05879171 whose registered office address is 164 Bedford Road, Kempston, Bedford, United Kingdom, MK42 8B. Schnell Solutions Limited are registered with the Information Commissioner's Office (ICO), registration number ZA295565. Their privacy policy can be accessed at: www.bespokesoftwaredevelopment.com/privacy-policy

What are the purposes for processing the data?

- To help schools to understand levels of bullying and wellbeing among their pupils, by providing anonymised reports of survey findings.
- To help ABA understand levels of bullying and wellbeing at a national level.

How is the pupil questionnaire data stored, processed and handled?

The process to collect, store and handle pupil questionnaire data has been designed with data privacy at its core. All hardware and software components involved in the process work together to ensure data privacy and security. All data collected is solely used for the defined purpose.

What data are being processed?

The system uses two types of data about your child, which are connected together within the secure system to create a general picture about bullying and wellbeing:

1. *Child-reported surveys*: This is to understand children and young people's experiences of bullying behaviours, their wellbeing and how they feel about their school. The questions are outlined in Appendix 2.
2. *Information that schools already have about pupils*: names, pupil ID number, year group, class name, gender, free school meal eligibility, special educational needs status, Looked after Children status, English as an Additional Language, faith and ethnicity. This is to understand if bullying or wellbeing is different for different groups of pupils. Once inputted to the secure system, this information is encrypted and is not accessible to ABA/NCB.

To connect together the two types of data, an anonymised ID number is given to each pupil before they undertake the survey. The resulting survey results comprise an anonymised data set that does not include any pupil names.

All data analysis for the purposes stated above will be carried out using the anonymised data set.

How long will the data be processed?

- At the end of the programme, all data is permanently deleted by Schnell Solutions Limited and delivered to ABA/NCB in an anonymous format for statistical analysis.
- All information related to this survey is securely deleted from ABA/NCB's system after 5 years or when a school requests for it to be deleted.
- The anonymised data set will be kept for 5 years, after which it will be reviewed to determine whether it would be appropriate to delete it. Any analysis of the results will be kept indefinitely.

What allows the data to be processed lawfully?

We are able to process the data on the basis of consent. Consent is being sought from you as parents and carers for your child to participate in the United Against Bullying programme. Pupil's consent is also sought before they undertake the survey.

Who will have access to the data?

Ms Scott with log-in details for the school's account on the system is responsible for uploading pupil data. Thereafter it is encrypted.

ABA/NCB and the school have access to the anonymised data set for purposes of analysis.

What rights do I as parent/carer and my child have?

Under the UK GDPR, you and your child have certain rights that can be exercised at any time, including withdrawal of consent to participate in the United Against Bullying programme. Should you or your child make any such request this will be undertaken by the school and ABA/NCB accordingly.

Who can I contact for further information?

With regard to the right of access, if pupils or parents would like to learn more about the categories of data about them, or their child being processed, please contact the Anti-Bullying Alliance at aba@ncb.org.uk.

APPENDIX 2: Questions pupils will be asked in the survey

The questions are presented in a child friendly, accessible format online as text and with audio.

Below is a list of the questions which pupils will be asked. The questions have been developed with the Anna Freud Centre and reviewed by Goldsmiths University. The questions have been piloted with children and young people.

Response options are 'Never; A little; A lot; Always'.

PART ONE: SCHOOL

- I like going to school
- I feel safe at school
- I get on well with my teachers
- I feel like I belong at school

PART TWO: PUPIL RELATIONSHIPS

- I am hit, pushed or kicked by other pupils
- I am called mean names by other pupils
- Other pupils stop me from joining in with them
- Other pupils say bad things about me when I'm not there
- Other pupils are mean or rude to me online
- I hit, push or kick other pupils
- I call other pupils mean names
- I stop other pupils joining in with me
- I say bad things about other pupils when they aren't there
- I am mean or rude to other pupils online

PART THREE: WELLBEING

- I am calm
- I sleep well
- I feel lonely
- I worry a lot
- I wake up in the night
- I hit out when I am angry
- I break things on purpose
- I am kind
- I feel liked at school
- I am happy

For further information on the development of this questionnaire, visit: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/prevalence-and-impact-bullying/developing-bullying-surveys-or