

Data Privacy Notice

The purpose of this additional notice is to assure you that our study complies with EU General Data Protection Regulation (GDPR).

The JACK Trial: A multi-site cluster randomised trial of an interactive film-based intervention to reduce teenage pregnancy and promote positive sexual health.

Who are we?

We are a group of researchers working across a number of UK Universities including:

- Queen's University Belfast, Belfast, UK
- University College London, London, UK
- University of Glasgow, Glasgow, UK
- Cardiff University, Cardiff, UK
- London School of Hygiene and Tropical Medicine, London, UK

This research was funded by the National Institute for Health Research (NIHR), Public Health Research programme. Given the public health concern of teenage pregnancy, we are interested in providing and evaluating a school-based intervention to provide young people with a solid foundation on which to make sexual decisions.

What personal or sensitive information do we collect?

The following personal information is collected:

- Full name
- Date of birth

The following sensitive information is collected:

- Ethnic origin
- Religious or philosophical beliefs

All personal and sensitive information is treated as confidential.

Why do we collect personal information?

Personal information is needed to help:

- Make sure that a young person's response to a questionnaire can remain anonymous. Each young person will be provided with a unique random identification number. Thereafter we will only use that personal identifier code on all written and electronic materials.
- Make sure the same young person is **not** recorded more than once as completing a questionnaire.
- Make sure we can compare the same young person's questionnaire response at one year follow-up.

How do we collect personal information?

- Year 11 (Year 10/ RES for England, Scotland and Wales) students will complete the same questionnaire on two occasions over an 18-month period (at the beginning of the research and 12-14 months later).
- Administration staff within the school will be asked to provide form class lists for Year 11 (Year 10/ RES for England, Scotland and Wales). This will allow the assignment of a participant number to student questionnaires by research staff so that no names are included on the questionnaires and ensures confidentiality of survey responses.

- These class lists will be held on secure university computers, accessed by the research team only and deleted upon completion of data collection.

How do we use personal information collected?

- The file containing personal information (i.e. young person's name) is linked to each young person's participant number so that we can match the young person to their student questionnaire.

How do we store personal information collected?

- Personal Information is stored on a secure server, protected against unauthorised access by user authentication and a firewall.
- Paper copies of information are kept in a fire proof, lockable filing cabinet until they have been reviewed.
- Once reviewed, paper copies of information are scanned and saved on an encrypted, removable device, and stored in a locked filing cabinet. All paper copies are then shredded and disposed of as confidential waste.

Who do we send personal information to?

- Personal information is not released to anyone except the research team. All identifying information (i.e. young person's name) will be anonymised.

Right to complain

- Queen's University is the Data Controller and is committed to protecting the rights of individuals in line with EU General Data Protection Regulation.
- Any complaint about the If I Were Jack research study will be addressed. If you have a complaint, you should contact us FIRST at:

Information Compliance

Queen's University, Belfast
 University Road
 Belfast
 Northern Ireland
 BT7 1NN
 Email: info.compliance@qub.ac.uk

- If you remain unhappy, you have the right to complain about how we treat your personal data and sensitive personal data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office

Wycliffe House, Water Lane
 Wilmslow, Cheshire
 SK9 5AF
 Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
 Fax: 01625 524 510

How long do we store personal information?

- All electronic data will be retained by Queen's University Belfast for a minimum of five years after completion of the final report. The anonymised data will then be archived by year 10 in The UK Data Archive (UKDA) located in the University of Essex.

- Paper copies of information are kept in a fire proof, lockable filing cabinet until they have been reviewed by the research team and final research report has been submitted and accepted by the NIHR. Once the final report has been accepted, paper copies of information will be scanned and saved on an encrypted, removable device, and stored in a locked filing cabinet. All paper copies are then shredded and disposed of as confidential waste.

Individual rights – including how to make a subject access request and object to direct marketing

- Parents/carers can opt out their young person from the 'If I Were Jack' research study at any time by informing members of the research team.
- Information regarding opting out has been provided to parents at the start of the study.
- Information regarding consent for pupils is provided at the start of the study and at each of the two data collection points.
- Information regarding consent is made available to schools and teachers at the start of the study and directly prior to any interviews being conducted.