



Llywodraeth Cymru
Welsh Government

PUBLICATION

Embedding a whole school approach in education settings survey: privacy notice

Privacy notice for a survey on embedding a whole school approach to emotional and mental wellbeing in education settings.

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The Health & Wellbeing in Education Division in Welsh Government has commissioned the Schools Research Branch in Knowledge and Analytical Services, Welsh Government to undertake research to understand the implementation of the Whole School Approach in educational settings, following the publication of statutory [framework guidance](#) in March 2021.

As part of this research, the Schools Research Branch will be gathering information through an online survey with schools including members of the senior management & leadership team and health & wellbeing leads. We would like to know about your role in your school and your email address if you indicate that you can be contacted to take part in follow-up research.

The Welsh Government is the data controller for the research.

The information collected during this research will be included in a report published on the Welsh Government website. Personal data will be removed before writing up the report and the Schools Research Branch will not provide personally identifiable data to others in Welsh Government unless you ask us to.

Your participation in this research is completely voluntary. However, your views and experiences are important in order to help inform Welsh Government policies.

Privacy notice

What personal data do we hold and where do we get this information?

Personal data is defined under the UK General Data Protection Regulation (UK GDPR) as ‘any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier’.

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You will have accessed the survey link through Hwb, Dysg, social media channels including Education Wales, or the survey was shared with you or your school by a third party such as the National Academy for Educational Leadership (NAEL) or Directors of Education in Local Authorities via email or their newsletter.

You do not need to provide any personal data and neither your email address nor your IP address are automatically captured as part of completing the survey. Your responses are not visible to the organisation that sent you the link.

However, we wish to explore issues in more depth via follow up interviews. The interviews and data analysis will be undertaken under contract although this contract has yet to be let by the Welsh Government. The Welsh Government's standard terms and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data. If you are willing to take part in a follow up interview, then you will have the option as part of your survey response to provide your email address. The Welsh Government will provide the survey responses, along with any contact details provided, to the successful contractor for the next stage of this project. While the interviews will not require you to provide any further personal data (other than your image if an interview is recorded) a further privacy notice will be provided prior to you taking part in any interview.

If you raise a query or complaint regarding this survey and provide personal details when requesting a response, the researcher will forward the request only to the relevant official and subsequently delete it from the research data.

What is the lawful basis for using your data?

The lawful basis for processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government.

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Participation is completely voluntary. Research studies such as this are important for the Welsh Government to collect information and actionable evidence about its ability to deliver government priorities. The information collected in this research, for example, might be used to:

- inform policy decisions around the implementation of the Framework to embed a Whole School Approach
- shape the development of tools and resources to support education settings to develop their Whole School Approach
- provide direction for how schools can be further supported to embed the Whole School Approach
- inform further research into the implementation of the Framework to embed a Whole School Approach

How secure is your personal data?

Personal data provided to Welsh Government is held on secure servers, and for this project a folder has been created that has access restricted only to the immediate research team.

When conducting surveys, the Welsh Government use a survey software programme called Smart Survey. We have ensured that Smart Survey is UK GDPR compliant and meets our expectations in terms of the security of any data collected via the software.

Welsh Government has procedures to deal with any suspected data security breaches. If a suspected breach occurs, Welsh Government will notify you and any applicable regulator where we are legally required to do so.

The analysis and follow-up research conducted in support of the purposes outlined above will be carried out by an accredited third party and any such work will only be undertaken under contract. The Welsh Government's standard terms

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and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data.

How long do we keep your personal data?

Any personal data you provide will be shared with the contractor for the analysis and interview stage and they will delete all data at the end of the contract, including your contact details. The contractor will provide the Welsh Government with a report and the Welsh Government will delete any personal data they hold on you as a result of taking part in this project within three months of the publication of the final report.

Individual rights

Under UK GDPR, you have the following rights in relation to the personal information you provide as part of this research. Specifically, you have the right:

- to access a copy of your own data
- for us to rectify inaccuracies in that data
- to object to or restrict processing (in certain circumstances)
- for your data to be 'erased' (in certain circumstances)
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire

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SK9 5AF

Phone: 0303 123 1113

Website: [Information Commissioner's Office](#)

Further information

If you have any further questions about how the data provided as part of this study will be used by the Welsh Government or wish to exercise your rights using the UK General Data Protection Regulation, please contact:

Name: Daniel Burley

Email address: Daniel.Burley002@Gov.Wales

Telephone number: 0300 025 0721

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: DataProtectionOfficer@gov.wales

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