

The King's Fund
Research into young people working in adult social care
Privacy notice

This privacy notice sets out how The King's Fund will collect and use your personal data during this project, and your rights in relation to that personal data. We are based at the following address:

The King's Fund, 11-13 Cavendish Square, London W1G 0AN

For the purposes of this project, The King's Fund will be the controller of your personal data. Your personal data will be processed by the King's Fund, and our processors, as set out below in this privacy notice.

Why are we processing your personal data?

The King's Fund is undertaking a research project looking at perceptions of adult social care and experiences of working in the sector, focused on younger people (aged 18-25). The aim of this work is to understand how social care can most effectively recruit and retain care workers within this age bracket.

The work will include research with younger people working in care worker roles in adult social care and younger people who have left a care worker role in the past 12 months. Participation in the research will include a 60 minute interview November 2023-January 2024. There may also be a supplementary phase of diary research in the new year if you are interested in taking part but there is absolutely no obligation to do so.

This privacy notice applies to data you choose to share with us as part of expressing your interest in taking part as well as how we will treat any data that we collect in the course of the interview. Further details about the diary phase of the research including how we will manage your data will be made available to those that are interested in due course.

What are the data processing activities and what is our legal basis for processing your personal data?

As controller, The King's Fund will rely on legitimate interests as its legal basis for processing under GDPR article 6(1)(f).

The King's Fund will only have access to your data once you have made contact directly to express your interest in taking part in this research via a Microsoft Form. The King's Fund will follow up using the contact details you supply to ask for verification that you currently work/have worked in a care work role in the past year and to arrange the interview.

The King's Fund will conduct interviews online and record the information that you provide in the form of audio/video recordings. These recordings will then be turned into text by a professional third-party transcription service, 1st Class Secretarial Services (processor).

The King's Fund will analyse the information in the text and video copies of the interviews to present and publish the findings in a report and other outputs. Participants will not be made identifiable in any materials that make use of the findings of this research project.

What personal data will be processed?

With your consent, The King's Fund will collect data including:

- Your first and last name
- Your email address
- Your contact telephone number
- Age
- Job role
- Type of care setting in which you work (eg home care, residential care)
- Whether you are currently a care worker or if you have left the sector in the last 12 months

If you complete an interview and it is audio/video recorded, The King's Fund will also hold interview transcripts/recordings. First Class Secretarial will transcribe the interview recordings and this is the only type of personal data they will see/receive (see below).

If you complete an interview and opt to receive the £40 by bank transfer, The King's Fund will ask you to share your bank details. If you opt for a £40 Amazon voucher, The King's Fund will ask you for your postal address and/or the email address to which this voucher should be sent.

Who are the recipients of my personal data?

The King's Fund will save your personal data in a Confidential space on SharePoint accessible only to designated members of the project team.

First Class Secretarial will receive personal data from The King's Fund in the form of video recordings in their role as transcriber of the interviews. The King's Fund have data processing agreements in place with First Class Secretarial as data processors.

Will my data be transferred or processed outside the UK or the European Economic Area (EEA)?

No, your data will not be transferred or processed outside the UK or the EEA.

How long will you keep my personal data?

The King's Fund will keep all project data, including personal data for a minimum of 7 years as per its retention and disposal schedule.

What are my rights?

Under data protection legislation you have a number of rights including the right of access; a right to rectify and erase personal data we hold about you; the right to restrict or object to our processing; the right to data portability; and the right to lodge a complaint with the ICO. Please see the ICO website for further details on your rights: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Please note that these rights are not absolute and, in respect to data collected for scientific research (The King's Fund), certain rights are excluded providing that the research results are not made available in a form which identifies you. These excluded rights are your right to access, right to rectify, right to erase data, and your right to restrict/object to the processing.

Who can I contact for more information?

For more information on the project and how we are using your information please contact:

Nicola Blythe, Researcher at The King's Fund: nblythe@kingsfund.org.uk

What if I am not happy about how my data is being used?

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact:

The King's Fund via email: dataprotection@kingsfund.org.uk

or by post at:

Data Protection
The King's Fund
11-13 Cavendish Square
London
W1G 0AN

You can also contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/make-a-complaint/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.