

ADDING OTHER INFORMATION ABOUT YOU

INFORMATION FOR STUDY MEMBERS

**PLEASE TAKE THE TIME TO READ THIS
BOOKLET AND MAKE YOUR DECISION**



ADDING OTHER INFORMATION

WHAT YOU NEED TO KNOW

Government departments and agencies collect information about all of us to help them plan and provide the services we need. This information is stored in administrative records.

We'd like to ask for your permission to add some of your information held in administrative records to the information we collect about you as part of the study.

The information we would like to add is kept in your education, health, work and benefits records, as well as any police and criminal justice records you may have.

This booklet explains more about this.

You can also find out more by watching our video www.childnc.net/faqs/adding-information/

DID YOU KNOW?

Adding information from school records has shown that the month in which young people are born can make a difference to how they perform at school - known as the 'month of birth effect'. This evidence, which shows that summer-born children may benefit from starting school a bit later, has informed the Government's decision on when to allow summer-born children to start school.

WHY WE WANT TO DO THIS

Adding extra details from administrative records opens up new possibilities for researchers who use Child of the New Century (CNC) to understand the experiences of your generation and to improve the services you use and the places you live.

It also means we can make the information collected in the survey as valuable and accurate as possible, as it allows us to fill in the blanks for any details you may not know or remember (such as dates of hospital visits). We learn a lot about young people's lives from the questions we ask in the survey, but adding this extra information helps us build a more complete picture of what life is really like for your generation.

HOW THE PROCESS WORKS

The process works by transferring information securely using a unique ID (unique identifier).

1 With your permission, we send your unique ID, name, sex, address, date of birth to each of the government departments and agencies that hold your records. If they are available, we may also send your NHS and National Insurance numbers to help identify records.

Your personal details will only be used to help identify your records accurately. We do not send your survey responses or other information about you.

WHAT IS A UNIQUE ID?

This is a string of letters and numbers created just for you. It allows us to identify your administrative records without identifying you.

Example unique identifier: AEYGF7KODM1X

2 When your administrative records have been identified, the file containing your personal details is destroyed.

3 Just your unique ID and the information taken from your administrative records are sent back to the CNC team.

4 The CNC team then matches the information from your administrative records to your survey responses using your unique ID.

5 The matched information containing survey answers and administrative information is made available to researchers. **Remember, your name and address are never included with the matched information, and researchers never see them.**

The CNC team will add information from your administrative records for the duration of the study or until you tell us to stop. Take a moment to discuss this process with your interviewer, if you need to.

KEEPING YOUR INFORMATION SAFE

To keep your information safe, it is encrypted and sent via secure transfer systems, in line with the most up to date security rules and procedures.

WHO WILL USE THE INFORMATION?

The matched survey and administrative information will be used for research purposes only. Your name, address, National Insurance number and NHS number are never given to researchers.

The information will be made available to researchers via the UK Data Service (UKDS) or the Administrative Data Research Network (ADRN) under restricted access arrangements. This is to make sure this information is used responsibly and safely.

All information collected by and added to CNC is treated in the strictest confidence in accordance with the Data Protection Act 1998 and the General Data Protection Regulation.



SOME ASSURANCES

- » We are not asking to access information that relates to your parents, partners, brothers, sisters or children.
- » Government departments and agencies will only receive the details they need to accurately identify your records, nothing more.
- » Your decision about whether or not to add information from your records will not affect your benefits, tax, employment, health treatment or any health insurance.
- » Your details can not be used to see whether you are paying the right amount of tax or loan repayments or claiming the right type of benefits.
- » This is not a way for the police to find things out about you that they didn't already know.

WHAT DECISIONS DO I NEED TO MAKE?

You can decide to add information from all of the records we ask about, from just some of the records, or to add nothing at all - it's your choice. We only do this with your permission.

We would like you to talk with your parent(s) or another adult you trust about this before the interviewer visits, but the choice will still be yours.

If you have any concerns, you can look at the FAQs on our website or get in touch with us using the details in this booklet - we'll be happy to answer any of your questions.

WHAT IF I DON'T HAVE SOME OF THE RECORDS TO ADD?

- » Not all the information we would like to add will be relevant to you right now, or, for some of you, ever.
- » We know that not many of you will be at university now and some of you may not be intending to go. It would still be very useful to add information from these records, as it will mean that we can get to know about any university admissions and costs in the future.
- » You may not be in work yet, but by adding this information about you we can learn about any future jobs you have.



WHATEVER DECISION YOU MAKE, WE WOULD STILL REALLY LIKE YOU TO TAKE PART IN THE SURVEY.

EDUCATION

WHAT INFORMATION WOULD BE ADDED?

Education and training records after age 16 including:

- » Participation in school, further and higher education.
- » Exam results.
- » Vocational training and qualifications.
- » Higher education applications and offers.
- » Payments of student loans.

These records are kept by:

- » In England, the Department for Education.
- » In Wales, the Knowledge and Analytical Services within the Welsh Government.
- » In Scotland, the Education Analytical Services Division of the Scottish Government, the Scottish Funding Council and the Student Awards Agency Scotland.
- » In Northern Ireland, the Department of Education and the Department for the Economy.
- » In all countries, the Higher Education Statistics Agency, the Universities and Colleges Admissions Service (UCAS) and the Student Loans Company.

WHY ADD THIS INFORMATION?

Understanding young people's experiences during and after leaving school can help provide better education and training opportunities for your generation and future ones too.

Adding higher education information gives important evidence about accessing university for your generation, as well as the impact of tuition fees and student debt on employment, income and living standards.



WHAT ABOUT MY EDUCATION RECORDS UP TO AGE 16?

When you were seven, your parents may have given their permission for the study to add information about your education up to age 16. If you wish, you can withdraw your parent's permission to add this information at any time, without giving a reason.

WHAT IF I'VE LEFT EDUCATION?

It is useful to add information from all of these records, even if you did not continue in education after 16, in case your plans change in the future.



HEALTH

WHAT INFORMATION WOULD BE ADDED?

National Health Service (NHS) records including visits to health services, details of health conditions, medications, treatments and surgery, as well as NHS numbers.

The medical and health records for all patients using NHS health services throughout their lives are managed and maintained by:

- » NHS Digital in England.
- » NHS Wales Informatics Service's Information Services Division (ISD).
- » Information Services Division (ISD) of NHS National Services Scotland.
- » Health and Social Care (HSC) in Northern Ireland.

We would like to add information from your past, present and future health records - so from birth onwards - to the information we collect as part of the study.

WHY ADD THIS INFORMATION?

CNC has huge potential to advance understanding of health and illness, and to change the way that conditions are diagnosed, managed and treated.

ECONOMIC

WHAT INFORMATION WOULD BE ADDED?

Records kept by the Department for Work and Pensions (DWP) (and Northern Ireland Department for Communities, Social Security Agency) including information about benefit claims and participation in employment programmes.

Records kept by Her Majesty's Revenue and Customs (HMRC) including information about jobs, earnings, tax, National Insurance, and pensions provided through employers.

WHY ADD THIS INFORMATION?

This information will help researchers find out about your generation at a time of big economic and political changes in the UK.

POLICE AND CRIMINAL JUSTICE

WHAT INFORMATION WOULD BE ADDED?

Police and criminal justice records including information on police arrests, official cautions, convictions and sentences.

Police and criminal justice records for those above the minimum age of criminal responsibility are held by:

- » In England and Wales, the Ministry of Justice.
- » In Scotland, Police Scotland, the Crown Office and Procurator Fiscal Service.
- » In Northern Ireland, the Police Service and the Department of Justice.

WHY ADD THIS INFORMATION?

Crime figures tell us what types of crime are being committed and whether the crime rate is rising or falling. Adding information from police and criminal justice records will help researchers to understand much more about how different aspects of life affect whether people have contact with the police or commit crime.

This evidence can be used to develop and target policies to reduce and prevent crime.

WHEN DOES MY PERMISSION EXPIRE?

We'd like to add information relating to your past, present and future circumstances to the information that we collect as part of the study.

We have not put an end date on the permissions that you give as we do not know exactly when we will receive or add the information. **We will collect these records on an ongoing basis unless you tell us to stop.** We have not set a time limit for how long we will keep your records.

You can change your mind about adding information from these records or withdraw any of your permissions at any time, without giving us a reason. See the back page for how you can change your permissions.

WHAT TO DO NEXT

1 Please make sure that you have read this leaflet carefully.

3 Choose which permissions you would like to give.

2 Get in touch if you want to talk it over or if you have any questions. Or you may like to talk this over with your parent(s).

4 Make a note of your National Insurance number if you are willing to share this. You will be asked for this in the survey. It can be found in the National Insurance letter sent to you when you turned 16, on your pay slip, P45, or P60.

You don't need to do anything else for now. The interviewer will ask you about which permissions you would like to give, and will give you a paper copy of any of the permissions you agree to.



WHATEVER DECISION YOU MAKE, WE WOULD STILL REALLY LIKE YOU TO TAKE PART IN THE SURVEY.

CONTACT DETAILS

For questions about the Age 17 Survey or adding other information, contact the team at:

✉ childnc@ipsos.com

☎ Freephone
0808 202 2102

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London, E1W 1YW

💻 www.childnc.net

To change your permissions, email CNC at:

✉ childnc@ucl.ac.uk

Or write to the CNC team free of charge at:

✍ FREEPOST
RTKC-KLUU-RSBH
Child of the New Century,
20 Bedford Way,
London, WC1H 0AL

THANK YOU FOR YOUR HELP!

