



Growing Up in Ireland
Privacy Statement
for Survey Participants

This Data Protection Statement is effective as and from 25 May 2018

Purpose

Under Data Protection legislation, individuals have a number of rights in relation to the personal data an organisation holds about them. The purpose of this notice is to inform you of the personal data about you as a survey participant processed by the **Growing Up in Ireland** project, how these data are handled and what your rights are.

Please note that we have a separate Privacy Statement which deals with the processing of data in order to keep mailing list subscribers informed of **Growing Up in Ireland** publications and events.

Who we are and how to contact us?

The ESRI is a research institute that undertakes economic and social research to advance evidence-informed policymaking in these areas. It is a company limited by guarantee and is registered as a charity. Its sources of income are multi-annual programmes of research funded by a number of government departments and agencies, commissioned research projects, competitive research grants and a government grant-in-aid. We are the data controller responsible for your personal data.

The ESRI has a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this data protection statement and our approach to privacy. If you have any questions about this data protection statement, including any request to exercise your legal rights, please contact the DPO using the details set out below:

Ms Claire Buckley
Economic & Social Research Institute,
Whitaker Square,
Sir John Rogerson's Quay,
Dublin 2
Tel: 01 863 2000
Email: DataProtection@esri.ie

What is the **Growing Up in Ireland** Project?

Growing Up in Ireland is the national longitudinal study of children in Ireland. It is funded by the Department of Children and Youth Affairs, with a contribution from The Atlantic Philanthropies in Phase 2. The study is managed and overseen by the Department of Children and Youth Affairs in association with the Central Statistics Office. It is carried out by a consortium of researchers led by the Economic and Social Research Institute (ESRI) and Trinity College Dublin.

All the information is collected under the Statistics Act, 1993. This provides legal guarantees as to the use to which the data may be put, their confidential nature and the conditions under which they may be disclosed. The Study collects data to inform policies relevant to children and young people in areas such as education, childcare, health, employment, training and social inclusion. All procedures and protocols adopted in the Study, as well as all questionnaires and tests undergo rigorous ethical scrutiny by an independent Research Ethics Committee.

The Study involves collecting data through surveys of children, young people, their families and other main caregivers such as teachers (the latter depending on the age of the child or young person). The same individuals are contacted on several occasions over time so as to understand how the lives of the children and young people are progressing.

There are two groups involved in the Study. Cohort '98 consists of children (most of whom were born in 1998) and their families who were first contacted when the children were 9 years old in 2007/2008. They were re-contacted at age 13, 17 and 20.

Cohort '08 consists of children (most of whom were born in 2008) and their families who were first interviewed in 2008/2009 when the children were 9 months old. They were subsequently re-interviewed when the children were 3 years old, 5 years old, 7-8 years old and at 9 years old.

The survey data are collected under the Statistics Act 1993, under the guidance of the Central Statistics Office.

Definitions

"Personal data" means recorded information from which living individuals can be identified. It can include a name, an identification number, location data, an online identifier or one or more factors specific to an individual's physical, physiological, genetic, mental, economic, cultural or social identity.

"Special categories of personal data" mean data revealing racial or ethnic origin; political opinions or religious or philosophical beliefs; trade union membership; genetic data; biometric data; data concerning health; individual's sex life or sexual orientation.

"Processing" means doing anything with the data, such as storing, accessing, disclosing, destroying or using the data in any way.

What is the purpose and lawful basis for processing personal data from *Growing Up in Ireland* survey participants?

Under Data Protection legislation an organisation may rely on one or more 'lawful bases' to process personal data. Lawful basis may include consent, contractual obligations, legal obligations, vital interests, to fulfil a public task, legitimate business interests, or statistical or research purposes.

The ESRI processes your personal data and special categories of personal data for **statistical purposes** in accordance with data protection legislation, including Article 89 of the General Data Protection Regulation (GDPR). In this regard, the following should be noted:

- Data are collected and processed under the Statistics Act 1993
- The ESRI has been commissioned by the Government (the Department of Children and Youth Affairs) to carry out the ***Growing Up in Ireland*** study.
- The results of the study are made public and contribute to informing social and economic policy relevant to children and young people.
- Data collected are not used in support of measures or decisions regarding any particular person.
- The data are processed with a view to producing aggregate data published in research and statistical reports. In accordance with the Statistics Act, the data cannot be used for any other purpose apart from statistical purposes.

What personal data do we process on *Growing Up in Ireland* survey participants?

Contact Details: Since the same individuals and families are contacted over time, we need to keep their contact details in order to conduct the surveys. The contact details include: name, address, telephone number, email address, mobile telephone number and the contact details of someone, such as a grandparent, who may be able to help us keep in touch with the family if they move house.

CAO number: This information is provided by survey respondents who agreed to give it to the ***Growing up in Ireland*** study. It is used solely for the purpose of linking some of the information provided in their CAO application form for access to further or higher education courses to the details provided in their survey interview.

PPSN: The PPS number is available for individuals who give it to us during the course of the survey. This information is used solely for tracing purposes (if an entire family cannot be contacted at the last address we have on file for them).

Survey Data: Information on the child and their families is collected in the following areas:

- Family type and structure and also information on childcare providers.
- Socio-demographic characteristics (level of education, work experience, nationality, ethnicity, marital status).
- Health (of the child and parents, including psychological, emotional and mental health status), maturation and physical development, measured height, weight, blood pressure, diet, exercise, sedentary activities.

- Socio-emotional well-being, including socio-emotional and behavioural development, self-concept, social behaviour.
- Education and Cognitive Development – participation in education, cognitive development, how the child or young person is getting on in school, information on the pupil and the school is gathered from teachers and the school principal.
- Relationships – between parents, between parents and children, between children and their peers.
- Responsibility and Social Participation – activity diary, involvement in clubs and volunteering, anti-social behaviour, preparation for life after school.
- Qualitative interviews: Circa 120 qualitative interviews supplemented the main survey data collection at the first waves of Cohort '98 and Cohort '08 (ages 9 years and 9 months respectively).
- Some of the **Growing Up in Ireland** data are “*Special categories of personal data*” under GDPR. This includes data on
 - ethnicity, religion, health (including mental health, all rounds of the survey);
 - political views, trade union membership, sexual orientation and behaviour (some rounds of the survey)

Full details of the data collected in each wave can be found in the questionnaires:

www.esri.ie/growing-up-in-ireland/questionnaires/

The relevance of the information collected is published in the Design and Instrumentation Reports for the relevant waves of data on the **Growing Up in Ireland** website: www.esri.ie/growing-up-in-ireland/growing-up-in-ireland-publications/

The survey data are stored separately from all identifying information. The survey data are processed internally within the ESRI in a pseudonymised form (with all identifying information removed).

These data are processed based on statistical purposes. In accordance with the Statistics Act 1993, great care is taken to ensure the confidentiality of data provided. Data are used only for statistical purposes and no data are released or published which would identify a particular individual or family.

Under Section 32 of the Statistics Act 1993 (under which the data are collected) all information recorded ‘...shall be used only for statistical compilation and analysis purposes’. Equally, the information recorded in the course of the **Growing Up in Ireland** Study may not be released in a manner which ‘...can be related to an identifiable person or undertaking’ ‘...except with the written consent of that person or undertaking or the personal representative or next-of-kin of a deceased person...’ (Section 33, Statistics Act 1993). Use of the data collected in the course of the **Growing Up in Ireland** study for any purpose other than statistical compilation or analysis or release of those data in a manner which would allow them to be associated with an identifiable person or undertaking is an offence under the Statistics Act 1993.

Do we share personal data with any third parties?

Contact Details: The ESRI and **Growing Up in Ireland** do not disclose your contact details to any third parties. As of yet the Central Statistics Office (CSO) has never had access to any contact data – it only has had access to anonymised survey data. On completion of the project (phase 2 is scheduled for completion at the end of 2019), all data (including the contact data) will be returned to the CSO who will be their custodian on behalf of the State.

Survey Data: The **Growing Up in Ireland** survey data in pseudonymised form are made available under the auspices of the Central Statistics Office for legitimate research purposes under strict licence.

Anonymised **Growing Up in Ireland** datasets are made available to researchers on a confidential and anonymised basis through the Irish Social Sciences Data Archive. See <http://www.ucd.ie/issda/data/growingupinirelandgui/> for details on how to apply. These files are known as Anonymised Microdata Files (AMFs).

More detailed files, also on an anonymous and strictly confidential basis, may be made available to researchers at the discretion of the Central Statistics Office. Applications are made through the Department of Children and Youth Affairs – see <https://www.dcy.gov.ie/docs/EN/Growing-Up-In-Ireland/4712.htm> for details. These files are known as Researcher Microdata Files (RMFs).

Currently data are available for Cohort '08 at 9 months, 3 years, 5 years and 7/8 years; and for Cohort '98 at 9 years, 13 years and 17/18 years.

Qualitative Data

Circa 120 qualitative interviews supplemented the main survey data collection at the first waves of Cohort '98 and Cohort '08 (ages 9 years and 9 months respectively). Anonymised versions of these qualitative datasets are available through the [Irish Qualitative Data Archive](#) at the University of Maynooth.

How long will the data be stored for?

In view of the longitudinal nature of the *Growing up in Ireland* project, which involves returning to participants at intervals over several years it is necessary to retain personal data and sensitive personal data for at least the duration of the relevant participant's involvement with the project. Where identifying data is no longer required for the purposes of the survey or where no further data will be collected in relation to a particular participant (e.g. because they have refused or died), the research data is anonymised (by deleting the contact details) and the anonymised data are retained indefinitely.

What rights do you as the data subject have?

Data protection legislation confers the following rights on individuals, which rights are in some circumstances limited by that legislation:

i. The right to be informed

An individual has a right to know whether an organisation processes personal information relating to them and certain additional information in relation to the processing, such as its purposes, the categories of data, the recipients of the data, and the existence of additional rights such as the rights to erasure and objection (where applicable).

ii. The right of access

Individuals have the right to access their personal data, be aware of and verify the lawful basis on which it is processed.

iii. The right to rectification

Individuals have a right to have inaccurate personal data rectified, or completed if it is incomplete.

iv. The right to erasure

Individuals have a right to have their personal data erased in certain circumstances. This right applies where personal data are processed on the basis of consent or when the personal data are no longer necessary for the purpose for which they were originally collected or processed; it doesn't apply where personal data are being processed or retained in order for the organisation to comply with a legal obligation.

v. The right to restrict processing

Individuals have the right to request the restriction or suppression of the processing of their personal data in certain circumstances. When processing is restricted, an organisation may store the personal data, but not use it. This right applies where

- an individual contests the accuracy of their personal data and this is being verified
- the data has been unlawfully processed (i.e. in breach of the lawfulness basis on which it is processed) and the individual opposes erasure and requests restriction instead
- an organisation no longer needs the personal data but the individual needs it to be kept in order to establish, exercise or defend a legal claim

- the individual has objected to the processing of their data where it is being processed on the basis of public interest task or legitimate interests and the organisation is considering whether their legitimate grounds override those of the individual.

vi. The right to data portability

This right allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability. This right only applies where the lawful basis for processing this information is consent or for the performance of a contract, and the processing is being carried out by automated means.

vii. The right to object to processing of personal data

Individuals have the right to object to certain types of processing of their personal data where this processing is carried out in connection with tasks in the public interest, or under official authority, or in the legitimate interests of others.

Individuals have a stronger right to object to processing of their personal data where the processing relates to direct marketing. Where a data controller is using individuals' personal data for the purpose of marketing something directly to them, or profiling them for direct marketing purposes, they can object at any time, and the data controller must stop processing as soon as they receive the objection.

Individuals may also object to processing of their personal data for research purposes, unless the processing is necessary for the performance of a task carried out in the public interest.

viii. Rights in relation to automated decision making and profiling

Automated decision making and profiling is defined as:

- automated individual decision-making (making a decision solely by automated means without any human involvement); and
- profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.

Automated decision making and profiling does not apply to *Growing Up in Ireland* since data analysis is conducted solely for statistical purposes.

How can I submit a Subject Access Request?

Subject Access Requests can be submitted to the Institute's Data Protection Officer, Ms Claire Buckley, whose contact details are set out on page 2.

How will the information be provided?

Where the data subject makes the request by electronic form, where possible, the information must be provided by electronic means, unless otherwise requested by the data subject. When requested by the data subject, the information may be provided orally, provided that identity is verified.

What are the timeframes for dealing with personal data access requests?

- Within 1 month of receipt of the request
- The 1-month period may be extended by a 2 further months, where necessary, taking into account the complexity and number of requests, where necessary. In this case, we will inform you of any extension within 1 month of receipt of the request and the reasons for the delay. If we do not take action on foot of your request, we will inform you without delay and, at the latest, within 1 month of receipt of your request, of:
 - The reasons for not taking action
 - The possibility of lodging a complaint with a supervisory authority and seeking a judicial remedy.

What are the charges?

Requests are dealt with free of charge.

However, where requests from a data subject are considered 'manifestly unfounded or excessive' (for example where an individual continues to make unnecessary repeat requests or the problems associated with identifying one individual from a collection of data are too great) the data controller may:

1. Charge a reasonable fee, taking into account the administrative costs of providing the information/ taking the action requested; or
2. Refuse to act on your request.

Right to lodge a complaint to the Supervisory Authority

Under data protection legislation an individual has a right to lodge a complaint with the Data Protection Commission if they consider that processing of their personal data is contrary to data protection law.

The contact details of the Commission are

info@dataprotection.ie

or

The Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois

The Data Protection Commissioner also operates a helpdesk function, which is contactable at

0761 104 800 or LoCall 1890 252231

ESRI Subject Access Request Procedures

Making and submitting a Subject Access Request

If you wish to make a Subject Access Request, please do so in writing to the Data Protection Officer.

In order to facilitate processing of your request and timely retrieval of your personal data, we ask that individuals provide the following details (although you are not obliged to do so):

- Name of Requester
- Details of the personal data that you are requesting e.g., email address, name, address, telephone number
- Data Subject Right you wish to exercise (where applicable) e.g., right to rectification, erasure
- Any other relevant information
- The form you wish data to be provided to you

Identification

In order to ensure that personal data is not disclosed to the wrong person, proof of identity will be required with your data access request.

If a request is being made on your behalf by a third party such as a solicitor, authority and verification will be sought.

Under the Statistics Act 1993, the request must be made by the respondent in writing him/herself.

For further information on data protection see <http://gdprandyou.ie/>.