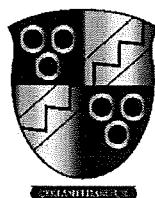


The Oldershaw School

Valkyrie Road
Wallasey
Wirral CH45 4RJ
Tel: 0151 638 2800



Principal: Mr J Bush

E-mail: schooloffice@oldershaw.wirral.sch.uk
Website: www.oldershaw.wirral.sch.uk
Company Registration: 07652792

31 January 2022

Dear Parents and Carers

Our school is one of 21 schools who are part of the "Peninsula PE Partnership Wirral". This means that our PE department can access valuable funding to help our PE teachers to train for new activities. This will give our students more opportunities in Physical Education, School Sport and Physical Activity (PESSPA).

We can only access the funding if we follow the partnership guidelines. The first step for us is to send out a PE Behaviour and Attitudes survey to all our students. This survey is to help us find what our students think of PESSPA at our school.

The survey data is collected by Sheffield Hallam University. This helps to create a national picture of what secondary students think and feel about PESSPA.

The data controller for your child is Jon White, he is the Peninsula PE Partnership Lead and is based at Clare Mount Specialist Sports College.

The data that your child provides is protected by GDPR and it is anonymous. If you do not want your child to take part in the survey or your child does not want to take part then they can 'opt out' of the survey. If they have agreed to be part of the survey and subsequently decide to opt out then this is fine too. If they do not wish to be part of the survey they should advise Miss Marsh, at the earliest opportunity.

Please note that our privacy notices can be seen on our website, alternatively you may request a paper copy.

The information sheet tells you all you need to know about the survey, there is a link included so that you can see how your child's data is used as well as a GDPR privacy notice for further information.

The survey can be found on the school website, Microsoft teams and all school social media platforms.

We hope that your child will be able to take the survey to tell us about what they think and feel about PESSPA (PE lessons, PE clubs and other PE activities) at our school. This can only help as we continuously reflect on and refresh our PE, school sport and physical activity offer to our students.

Yours faithfully

Miss H Marsh
Head of Girls PE

Privacy Notice for Research Participants

Introduction

From 25 May 2018 the General Data Protection Regulation (GDPR) will replace the Data Protection Act and govern the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of the GDPR and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data for research,
- what your rights are under GDPR, and,
- how to contact us if you have questions or concerns about the use of your personal data.

Your Rights Under Data Protection

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data. The GDPR gives you the following rights:

- The right to be **informed**
- The right of **access**
- The right to **rectification**
- The right to **erase**
- The right to **restrict** processing
- The right to **data portability**
- The right to **object**
- Rights in relation to **automated decision making and profiling**

Please note that many of these rights do not apply when the data is being used for research purposes, but we will always try to respond to concerns or queries that you may have. For more information about these rights please see <https://www.shu.ac.uk/about-this-website/privacy-policy/data-subject-rights>

Why are we processing your personal data?

The University undertakes research as part of its function for the community under its legal status. Data Protection laws allow us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest.

Information about the University's legal status, constitution and public tasks can be found here: <https://www.shu.ac.uk/about-us/governance-and-strategy/governance/legal-status-and-constitution>.

We will always tell you about the information we wish to collect from you and how we will use it. We will seek your consent for the collection and use of your data in specific research projects. For children, young people and other vulnerable groups the research ethics committee will agree an appropriate consent procedure to ensure participant rights are protected. Full details will be given to you in an information sheet.

Research in the University is governed by policies and procedures and all research undergoes ethical scrutiny to ensure that it is conducted in such a way as to protect your interests and is of a high standard. <https://www.shu.ac.uk/research/ethics-integrity-and-practice>

Collecting and Using Personal Data

All research projects are different and the information we collect will vary. However, researchers will only collect information that is essential for the purpose of the research. Research data is normally anonymised as quickly as possible after data collection so that individuals cannot be recognised and your privacy is protected. You will not be able to withdraw your data after this point. Some data e.g. survey data is frequently collected anonymously so cannot be withdrawn once you have given permission for it to be used. Where you may be identifiable in a research publication (e.g. an attributable quote or a photograph), we will seek your explicit consent.

Who do we share your data with?

To communicate our research to the public and the academic community your anonymised data is likely to form part of a research publication or conference presentation or public talk. Where researchers wish to use any information that would identify you, specific consent will be sought.

The privacy of your personal data is paramount and will not be disclosed unless there is a justified purpose for doing so. **The University NEVER sells personal data to third parties.**

Your data may be shared with:

- Immediate project team who are authorised to work on the project and access the information. This may include staff at Sheffield Hallam University or collaborators at other organisations authorised to work on the project. This will be clearly identified in your information sheet.
- Where a student is undertaking the research the data will be shared with their supervisors
- Our research may be audited and access to the data may be required. The University puts in place safeguards to ensure that audits are conducted in a secure and confidential manner.
- In the case of complaints about a research project the Head of Research Ethics may require access to the data as part of our Research Misconduct Procedure.

Storage and Security

The University takes a robust approach to protecting the information it holds with dedicated storage areas for research data with controlled access. If you are participating in a particularly sensitive project the University puts into place additional layers of security. The University has Cyber Essentials certification.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that users and administrators of University information are aware of their obligations and responsibilities for the data they have access to. By default, people are only granted access to the information they require to perform their duties. Training is provided to new staff joining the University and existing staff have training and expert advice available if needed.

Retention

Your information will not be kept for longer than is necessary and is usually kept in an anonymised format. The length of time for which we keep your data will depend on a number of factors including the importance of the data, the funding requirements, the nature of the study, and the requirements of the publisher. Details will be given in the information sheet for each project.

After anonymisation your data may be stored in the University research data archive where it may be accessed by other researchers with permission from the University.

Contact Us

| | |
|---|---|
| <p>You should contact the Data Protection Officer DPO@shu.ac.uk if:</p> <ul style="list-style-type: none">• you have a query about how your data is used by the University• you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)• you would like to complain about how the University has used your personal data | <p>You should contact the Head of Research Ethics (Professor Ann Macaskill) a.macaskill@shu.ac.uk if:</p> <ul style="list-style-type: none">• you have concerns with how the research was undertaken or how you were treated |
| <p style="text-align: center;">Our postal address is: Sheffield Hallam University, Howard Street, Sheffield S1 1WB Our telephone number is: 0114 225 5555</p> | |

Further Information and Support

Please see more information about how the University uses personal data <https://www.shu.ac.uk/about-this-website/privacy-policy#this-section>.

The Information Commissioner is the regulator for GDPR **and you have the right to raise concerns with the Commissioner**. The Information Commissioner's Office (ICO) has a website with information and guidance for members of the public: <https://ico.org.uk/for-the-public/>

The Information Commissioner's Office operates a telephone helpline, live chat facility and email enquiry service. You can also report concerns online. For more information please see the Contact Us page of their website: <https://ico.org.uk/global/contact-us/>

Secondary Teacher Training

Dear Parent / Guardian,

Sheffield Hallam University would like to inform you about research taking place at your child's school to evaluate the effectiveness of a new initiative to improve students experience of PE and physical activity, that is currently being offered to all secondary schools in England. The research project requires students to complete a short on-line survey that asks their opinion of the Physical education, physical activity and sport opportunities available to them at school.

The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest. A full statement of your rights can be found at <https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notice/privacy-notice-for-research>. However, all University research is reviewed to ensure that participants are treated appropriately, and their rights respected.

All data from the study is anonymous and your child's data will be combined with those of many others and summarized in a report to further protect their anonymity. A "prefer not to say" option is included for any demographic question should you prefer your child not to disclose this information. Your child's school will receive a report detailing the data that is inputted into the survey, however, any demographic information that is collected will not be included and the identification of individuals from the data will not be possible. Sport England and the Secondary Teacher Training Consortium will also receive regular reports detailing the results of the survey from all schools across the country. Again, these are fully anonymised, and no individual will be identifiable. To communicate our research to the public and the academic community your anonymised data is likely to form part of a research publication or conference presentation or public talk.

The survey will be administered once at the beginning of the research and again at the end to document any change in response. The research will take place between April 2021 and July 2022, data will be kept by Sheffield Hallam University for a period of ten years after the completion of the project before being destroyed.

In addition, your child's school may be chosen to take part in some small workshops that would take place in school time. Further information will be provided if and when your child's school is chosen.

If you would like your child to **not** participate in the research study, please could you let your child's school know? Your child will also be required to give their consent for us to use their response in the research, this will be done by ticking a box on the survey.

Please note that your child's non-participation in the study will not result in any negative influence of participation in comparison to your child's peers. It will mean that they will not participate in the survey and workshops should your child's school be chosen.

If you would like any further information, please see the attached **information** sheet or please get in contact with Tim Vernon (details below).

Best wishes,

Tim Vernon

Senior Research Fellow, Sheffield Hallam University

+44 (0)114 225 5761 | t.vernon@shu.ac.uk

You should contact the Data Protection Officer if:

- you have a query about how your data is used by the University
- you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)
- you would like to complain about how the University has used your personal data

DPO@shu.ac.uk

You should contact the Head of Research Ethics (Professor Ann Macaskill) if:

- you have concerns with how the research was undertaken or how you were treated

a.macaskill@shu.ac.uk

Postal address: Sheffield Hallam University, Howard Street, Sheffield S1 1WBT Telephone: 0114 225 5555

Information Sheet

You have been invited to take part in a research study. Please read this information carefully.

Secondary Teacher Training

What is research?

Research is used to find the answer to an important question. We try to answer the question by doing a research study.

What is this research about?

The research involves hearing what you think about your PE lessons, school sport and the opportunities to be active during school using a simple survey that will take about five minutes to complete.

Why have you been chosen?

We are asking all children and staff in secondary schools across England to complete this survey and tell us what they think about PE and school sport.

Do you have to take part?

No. It is up to you and your parent/carer to decide whether or not to take part.

If you **do** decide to take part:

1. Talk about it with your parent/carer. They will have to agree that you can take part.
2. Keep this information sheet.
3. Even if you say “yes” now, you can change your mind at any time before completing the survey and you don’t have to give a reason.

What do you have to do?

You will be asked to complete the online survey. Your school may send you this survey via email, text message or just by giving you a link to the website.

You will be asked a series of questions about PE and physical activity at school that we would like you to answer honestly. There are a couple of questions that will be used by us to give you a unique code so that we can compare your answers when you complete the survey again in a years’ time, these answers do not allow us to identify you. You will also be asked your age, gender, ethnicity and whether or not you have a disability, these are important for us to understand the perceptions of PE and physical activity in different groups of people and do not enable us to identify you, but if you would rather not tell us, we have included a “prefer not to say” option.

What happens next?

If you do **NOT** want to take part, your parent/carer must let your teacher know.

If you are happy to take part, you do not need to do anything until you are asked to complete the survey by your school.

What if something goes wrong?

It is unlikely that anything will go wrong. But if you are unsure about anything, then please tell your parent/carer or teacher.

Can you change your mind about taking part?

Yes. Taking part in this study is your choice and you can ask to leave the study at any time, and nobody will be unhappy with you. Before you begin the survey, you will be asked to confirm that you are happy to participate by clicking a button.

Will your participation in the study be kept secret?

All information collected about you will be kept secret and will be kept secure by Sheffield Hallam University. We will destroy it ten years after the completion of the study.

What will happen to the results of the research study?

The results from this study will help us work out how to provide more opportunity for secondary school students to be active during the school day and how PE lessons can be made better. Your involvement in the study will help Sport England and the Secondary Teacher Training Consortium decide on policies for the improvement of PE and physical activity for children and young people. To communicate our research to the public and the academic community your anonymised data is likely to form part of a research publication or conference presentation or public talk.

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