

OPS Data Sharing: Terms & Conditions

Published: January 2023
For review: January 2025

The following Terms & Conditions cover the use of the Lodeseeker database and the South Gloucestershire Council Health and Wellbeing Online Pupil Survey (OPS) data.

In seeking to use the OPS data & / or the Lodeseeker database, you agree to abide by the following conditions:

1. Confidentiality

- 1.1 By using Lodeseeker, you agree to help us protect the identity of any pupils who took part in the South Gloucestershire Online Pupil Survey (OPS). The aim of Lodeseeker is to enable schools and South Gloucestershire Council Public Health and partners to understand general patterns of behaviour and how they relate to their pupils' wellbeing to tailor the support they provide to their pupil's current needs. Lodeseeker is not designed to search for individual responses or to scrutinise very small groups. Lodeseeker includes suppression rules to prevent comparisons between small numbers of pupils in a school or year group, with the aim to provide only anonymous data summaries. Pupils who completed the OPS do not supply any personal identifying information such as names, emails, DOB or addresses. All data available for sharing will not include personal data.
- 1.2 By agreeing to these terms, you agree to respect the right to confidentiality of the pupils who completed this survey.

2. Publication of the data

- 2.1 If any users wish to publish the survey results/data, this must first be approved in writing by the OPS Commissioner, South Gloucestershire Council, Department for People, Public Health and Wellbeing Division.
- 2.2 Requests should be emailed to: healthpromotionineducation@southglos.gov.uk. Once approved, the publication must acknowledge the 'South Gloucestershire Online Pupil Survey' as the source of the data.

3. Non-Commercial

- 3.1 Material must not be used for commercial purposes. (A commercial use is one primarily intended for commercial advantage or monetary compensation).

4. Promote positive social norms

- 4.1 You undertake to carefully consider the messages young people and their communities will receive from the information shared and take steps to ensure that any information from the OPS reinforces and promotes healthy behaviour. For example, data should be displayed to demonstrate the number and % of young people that don't smoke rather than promoting the numbers that do smoke.

5. Media releases

- 5.1 Any media and press releases using OPS data must be agreed by South Gloucestershire Council. Permission must be sought by emailing: healthpromotionineducation@southglos.gov.uk

6. Use of individual school data

- 6.1 Professionals will only be given permission to view individual school data by the school themselves or South Gloucestershire's Department for People, Public Health & Wellbeing. No identifiable individual school data is to be shared in a public forum without a school's explicit permission. Schools' explicit permission must also be given in advance for the use of anonymised individual school data in a public forum. In these instances, care must be taken to ensure a school cannot be identified from the information shared; and the user must ensure that the school(s) in question are content with the steps taken to anonymise the school.
- 6.2 Any of these conditions can be waived with permission of the OPS Commissioner, South Gloucestershire Council. If they are waived any data processing (gathering, analysis and reporting) must be with full compliance of the DPA.

7. Data Protection Act 2018 (incorporating GDPR)

- 7.1 Foster and Brown Research Ltd. are committed to GDPR compliance and have a compliant ICT structure, including the use of GDPR compliant Microsoft Office365 and external hosting and technical support by Business Computer Solutions Ltd, Ramsgate. They are registered with the Information Commissioner's Office (ICO) under the current Data Protection Act, registration reference Z7767482.
- 7.2 As previously stated, anonymised data is not considered personal data under GDPR regulations therefore OPS data will not be under GDPR regulation despite being children's data. The only type of personal data stored whilst running the OPS is teacher names and emails given as contacts when each school signs up for the survey via the online sign-up form and other names and emails of interested parties who require access to Lodeseeker. These include PSHE leads and head teachers, South Gloucestershire employees and employees of external partner organisations. Access is by request of the individual, controlled by South Gloucestershire Council and lasts the duration of the each new 2-year OPS contract period for the purposes of running the OPS and Lodeseeker systems and any other networking and marketing activities carried out by Foster & Brown Research Ltd. in relation to this

project. Details will be checked and updated regularly, and this data will be covered by Foster & Brown's personal data audit.

- 7.3 Please note to fully comply with GDPR and hold only necessary data, we will not accept personal email addresses within our contact details.
- 7.4 Please contact Pauline Foster paule@fabresearch.com if you would like to see & check the details Foster & Brown Research hold about you.
- 7.5 Please contact healthpromotionineducation@southglos.gov.uk if you would like to see & check the details South Gloucestershire Council hold about you.

8. Additional information for South Gloucestershire OPS2021

- 8.1 For participating schools, the duration of Lodeseeker access is two academic years from the date of your most recent survey participation. This period may be longer depending on their relationship with Foster and Brown Research Ltd and the local authority and the extension of any future contracts

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