

Universal Primary Free School Meals (UPFSM) Survey

Data Privacy and Participant Information

Please take the time to read this information carefully.

As part of the Mayor of London's expansion of Universal Primary Free School Meals, Impact on Urban Health and University College London (UCL) are conducting an evaluation of the policy's implementation throughout 2023/24. ICF have been commissioned by Impact on Urban Health to support this evaluation.

We would like to invite your school to take part in a survey that explores the school's approach to implementing the policy.

This document provides you with information about the evaluation, your role and how your data will be used. If you have any queries, please do get in touch with us at:

ICF: london-schoolmeals-evaluation@icf.com

UCL: Dr Mark Hardman at m.hardman@ucl.ac.uk

Why have I been chosen?

As part of this research, we are speaking with individuals who play a role in the supply and provision of school meals. This list includes head teachers, teachers, catering managers and school business managers. You have been selected as you are currently employed in one of these roles within a primary school in Greater London.

What is the project's purpose?

The aim of this study is to understand the approaches schools are taking to implementing LUPFSM. This survey is a key part of the study and aims to collect data from all London primary schools on food meals provisions and practices used to manage food meals. Your responses to the survey will be used solely for this purpose.

What does the survey involve?

The survey will take around **20 minutes**. It includes:

- How your school has delivered universal primary free school meals
- Your school's kitchen and dining facilities and practices
- Your perceptions on the universal primary free school meals policy

As a thank you for taking part in the survey, we are holding a prize draw in which five schools will each receive a £100 Decathlon voucher. Your school will be entered into the prize draw when you submit the survey form.

Do I have to take part?

It is up to you to decide whether or not to take part in this survey. After you have submitted the survey form, you can withdraw your response at any time until the survey closes. You can contact the ICF Study Team at london-schoolmeals-evaluation@icf.com to withdraw your data and are not required to give a reason.

Who is organising and funding this survey?

This survey is being carried out by **Error! Reference source not found.** Consulting Services Limited, and University College London (UCL). ICF is a specialist policy research and evaluation company. The evaluation is funded by Impact on Urban Health and the Education Endowment Foundation (EEF).

Will taking part be confidential?

Yes. All data collected will be anonymised, meaning that you or your school will not be identifiable in the project outputs (report, journal articles, conference presentations, social media and internet publications of the findings). Any personal or recognizable data will be deleted following the completion of the evaluation.

Data Protection Privacy Statement

What personal data do we collect, and how?

The survey will ask for the following personal data:

- Your role at the school.
- Your e-mail address (for the prize draw and for follow-up research purposes).

How will my personal data be processed?

The study is implemented by ICF and UCL and uses the online survey platform Qualtrics. Appropriate technical and organisational measures are implemented to ensure a level of security and confidentiality appropriate to the risks. Qualtrics uses strictly necessary cookies and similar technologies to ensure that the survey functions effectively and provides visitors with smooth experience.

Who is responsible for my personal data?

The joint data controllers for this project are UCL and Impact on Urban Health. Data controllers handle your personal data in line with requirements under data protection legislation (UK GDPR and DPA 2018). Further information about the data controllers is below.

If you have any questions or are unsatisfied you should contact the data controllers in the first instance. If you remain unsatisfied, you may wish to contact the Information Commissioner's Office (ICO). Contact details, and details of data subject rights, are available on <http://ico.org.uk/>.

Data protection at UCL

The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data, and can be contacted at data-protection@ucl.ac.uk.

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information from research studies can be found in our 'general' privacy notice for participants in research studies <https://www.ucl.ac.uk/legal-services/privacy/general-privacy-notice>.

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the 'local' and 'general' privacy notices. The lawful basis that will be used to process any personal data is: 'Public task' for personal data. We will be collecting personal data such as: email addresses, school role. Your personal data will be processed so long as it is required for the research project. If we

are able to anonymise or pseudonymise the personal data you provide we will undertake this and will endeavour to minimise the processing of personal data wherever possible.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at dataprotection@ucl.ac.uk.

Data protection at Impact on Urban Health

The Impact on Urban Health data protection lead provides oversight of activities involving the processing of personal data and can be contacted at: info@urbanhealth.org.uk.

The lawful basis that will be used to process any personal data is our legitimate interest in conducting effective research on UPFSM.

For more information about how Impact on Urban Health handles personal data and your rights please see: <https://urbanhealth.org.uk/privacy-cookies>.

In case you wish to verify which personal data is stored, have it modified, corrected, or deleted, or if you have questions on your rights, feel free to contact the Impact on Urban Health data protection lead at info@urbanhealth.org.uk

Thank you for considering taking part in this evaluation.

Please save a copy of this Information Sheet for your future reference.