



Manorfield Road,
Driffield,
East Yorkshire
YO25 5HR

6 October 2023

Dear Parent or Carer,

RE: National Research Project

The Music Department at Driffield School has been chosen to participate in a national research project to look at overall music provision in urban and rural areas to look at music participation in and out of school. The research project is led by PhD Student Eimear Hurley from York University.

Eimear would like to invite your child to take part by completing a questionnaire about their musical lives. It's designed for everyone, not just people who do lots of music! It is accessible online and can be completed on a computer, smartphone or tablet. It should take about 10 minutes to complete.

The first section contains information for parents and carers and a mandatory consent section to be completed by you. If you are happy for your child to take part, please read this section carefully and provide your consent before handing over to your child to complete the survey questions.

You can access the questionnaire here:

https://york.qualtrics.com/jfe/form/SV_7PWfuiUIRCySI8C

Eimear will be accepting responses until Friday 27 October.

Please note that children who participate in Eimear's research (through questionnaire/interview/observation) will not be identified in any published materials. All participants will be anonymous.

The following information is provided by Eimear Hurley regarding the research and data:

Why has my child been invited to take part?

Your child has been invited to take part as they are involved in music activities in one of this project's case study areas.

Does my child have to take part?

No, participation is optional. If you do give consent for your child to take part, please complete the following consent/information form. If you change your mind, you will be

able to withdraw your child's participation at any point before and until two months after the interview/focus group without having to provide a reason.

On what basis will you process my child's data?

Under the General Data Protection Regulation (GDPR), the University has to identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data. In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR: *Processing is necessary for the performance of a task carried out in the public interest. Special category data is processed under Article 9 (2) (j): Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes*

Research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data. In line with ethical expectations and in order to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

How will you use my child's data?

Data will be processed for the purposes outlined in this notice.

Will you share my child's data with 3rd parties?

No. Data will be accessible to Eimear Hurley and supervisor, Dr Caroline Waddington-Jones, only. Anonymised data may be reused by the research team or other third parties for secondary research purposes.

How will you keep their data secure?

The University will put in place appropriate technical and organisational measures to protect your personal data and/or special category data. For the purposes of this project we will store interview audio files and transcripts on the secure University Google Drive. This will not be accessible to anyone other than the researcher (Eimear Hurley) and project supervisor (Dr Caroline Waddington-Jones). Information will be treated confidentiality and shared on a need-to-know basis only. The University is committed to the principle of data protection by design and default and will collect the minimum amount of data necessary for the project. In addition, we will anonymise or pseudonymise data wherever possible.

Will you transfer their data internationally?

Possibly. The University's cloud storage solution is provided by Google, which means that data can be located at any of Google's globally spread data centres. The University has data protection complaint arrangements in place with this provider. For further information see, <https://www.york.ac.uk/it-services/google/policy/privacy/>.

Will they be identified in any research outputs?

No individuals will be named in my research. Any quotations from the sessions captured on audio recording will be pseudonymised so as not to identify individuals. If there is a portion of audio I feel would be beneficial to use in a conference presentation, I will seek specific consent from you to share this footage.

How long will you keep their data?

Data will be retained in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University's Records Retention Schedule.

What rights does my child have in relation to their data? What rights do I have?

Under the GDPR, children have the same rights around their data as adults: a right to rectification, erasure, restriction, objection or portability. They also have a right to withdrawal. As a named parent/legal guardian, you may also seek to exercise any of the child's rights on their behalf. Please note, not all rights apply where data is processed purely for research purposes. For further information see, <https://www.york.ac.uk/recordsmanagement/generaldataprotectionregulation/individualsrights/>.

We would also like to assure you that any student data collected as part of this research will remain confidential, and a full data sharing agreement is in place that will be reviewed by the school's data protection officer before this research takes place.

Questions or concerns?

If you have any questions regarding the study, please feel free to contact Eimear via email: Eimear.hurley@york.ac.uk

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Ben Couper'.

Mr B Couper
Subject Leader for Music