***Children Caring on the Move (CCoM)***

***Interview request***

[Address]

Date: [xx]

Dear [Name]

I am writing to invite you to take part in a research interview for our project: Children Caring on the Move (CCoM).

What is the CCoM project about?

Our research team is carrying out research about separated child migrants’ experiences of care, and caring for others, as they navigate asylum and welfare systems in the UK.

Who is involved in the project?

This research project is funded by the Economic and Social Research Council and is a collaboration between The Open University, University College London, University of Oxford, University of Bedfordshire, University of Northampton and University of Liverpool.

The research has been approved by the Open University research ethics committee.

What will happen if I decide to take part?

You will be asked you to take part in an interview. During the interview we will ask you to talk about your work in connection with separated child migrants, including your experiences and perspectives on relevant policy and professional practice. The interview will last approximately 1-1.5 hours.

Will anyone know what I say?

We will record the interview, but this will be stored securely and safely transferred to our research team. We are the only ones that will have access to it.

You will be given a chance to look at the transcript of your interview and make any amendments to it before we publish our research.

You will have the choice to have your interview anonymized or use your real name (e.g., if you are if you are well-known and it is not possible to anonymize your interview).

Do I have to take part?

You can decide if you want to take part. It will not benefit nor risk your status in your workplace, organisation or community.

What if I change my mind?

You can change your mind about taking part in the interview at any time, and you don’t have to answer any questions that you don’t want to. You can also change your mind about being part of the project at any time before we publish the research. Just tell the researcher.

If you have any further questions please do not hesitate to contact us, our details are at the bottom of this letter.

Yours sincerely,

[Team member name and contact details]

**Privacy notice**

The Open University (OU) aims to conduct research to the highest standards of research integrity. Our research is underpinned by policies and procedures that ensure we comply with regulations and legislation that govern the conduct of research; this includes data protection legislation such as the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (DPA).

Data controller: The Open University and the collaborating universities are the controllers (includes: Open University, University College London, University of Bedfordshire, University of Liverpool, University of Northampton, University of Oxford) for the personal data that you provide. The Open University will act as the lead Controller for the purposes of responding to Data Subject requests. The research team managing the project will decide how your personal information is created, collected, used, shared, stored and deleted (processed). We will do so in line with the objectives of the research, ensuring we collect only what is appropriate and necessary and we have informed you of what we are collecting.

Data protection officer: If you have any questions about how your personal information is used, please consult the University’s data protection webpages. If you need further assistance, please contact the Information Rights team by emailing [data-protection@open.ac.uk](mailto:data-protection@open.ac.uk) or telephoning 01908 653994. By post you can write to The Data Protection Officer, PO Box 497, The Open University, Walton Hall, Milton Keynes MK7 6AT.

The purposes for which data will be collected and used: As a university we use personal data to conduct research to improve health, care and services. As a publicly-funded organisation incorporated under a Royal Charter, we ensure that it is in the public interest when we use personal data from people who have agreed to take part in research.  This means that when you agree to take part in a research study, we will use your personal data in the ways needed to conduct and analyse the research study.

How data will be used and disclosed: Your information will be shared within the project team, primarily in a way that we can identify you as a participant, however your personal information used in research will be pseudonymised before sharing more widely or publishing the research outcomes unless you choose to share your name as a member of the research team.

How long data be kept: the data we collect from you will be kept for 10 years, following OU retention protocols. Identifiable personal data (name, contact details) will be destroyed immediately following the end of the project (September 2020). Audio files will also be destroyed by Sept 2020.

The controller’s legal basis for processing:Data protection legislation requires us to have a valid legal reason to process and use personal data about you. This is often called a ‘legal basis’. GDPR requires us to be explicit with you about the legal basis upon which we rely in order to process information about you.  In the context of research, the lawful basis upon which we will process your personal information is usually where “Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”(Article 6 of GDPR).

*You can find further information on our privacy notice here:* [*http://www.open.ac.uk/about/main/strategy-and-policies/policies-and-statements/website-privacy-ou*](http://www.open.ac.uk/about/main/strategy-and-policies/policies-and-statements/website-privacy-ou)