

The background of the entire page is a light blue gradient. Scattered across this background are numerous small, dark silhouettes of people in various poses: walking, pushing a stroller, and standing. These silhouettes are distributed across the top and middle sections of the page, creating a sense of movement and community.

NEXT STEPS

LEARNING FROM YOUR GENERATION

A large, solid orange circle is positioned on the left side of the page, overlapping the light blue background and the dark blue footer. It contains the text 'INFORMATION FOR RESIDENT PARTNERS' in white, bold, uppercase letters.

INFORMATION
FOR RESIDENT
PARTNERS

ADDING INFORMATION
FROM YOUR
ADMINISTRATIVE
RECORDS

NEXTSTEPSSTUDY.ORG.UK

ADDING INFORMATION FROM ADMINISTRATIVE RECORDS

Government departments and agencies, such as the National Health Service (NHS) or Her Majesty's Revenue and Customs (HMRC), routinely collect information about all of us to help them plan and provide the services we need. This information is stored in administrative records.

We would like to ask for permission to add some of your information held in administrative records to the information we collect about your partner as part of the study.

The information we would like to add is from your health, work and benefits records.

This booklet explains more about this.



YOU CAN ALSO FIND OUT MORE BY WATCHING OUR VIDEO:

nextstepsstudy.org.uk

WHY ARE WE ASKING FOR YOUR RECORDS?

Your experiences may have a significant impact on your partner's life and adding information from your records will give us a better understanding of their family circumstances.

For example, adding information from your health records will allow researchers to investigate further the impact of your health on various aspects of their life, such as their health, employment, income, and family life. Financial circumstances have a huge impact on many aspects of life, and information from your economic records, including earnings and benefits, will allow researchers to explore these impacts in much more detail.

HOW THE PROCESS WORKS

The process works by transferring information securely using a unique identifier (unique ID).



1

With your permission, we securely send a unique identifier (unique ID), name, sex, address, date of birth and National Insurance number (if you provide it) to the named government departments and agencies that hold your records. Your personal details will only be used to help identify your records accurately. **We do not send your partner's survey responses or other information about you.**

2

The government departments and agencies use your personal details to find your records. When your records have been identified, the file containing your personal details is destroyed. These organisations will not keep any of the personal information passed on to them.

3

The government departments and agencies then send the information taken from your records, together with your unique ID, back to the Next Steps team.

4

The Next Steps team uses your unique ID to match the information from your administrative records to your partner's survey responses.

5

The matched information containing your partner's survey answers and your administrative information is made available to researchers. Your name, address or National Insurance number will never be seen by researchers, which ensures that no one can be identified from the data.



WHAT INFORMATION WILL WE ADD?



HEALTH RECORDS

We would like to be able to add information from your National Health Service (NHS) records. This includes admissions or appointments at hospital (such as dates of admission, discharge or attendance, diagnoses received, treatments given, surgical procedures), visits to your family doctor or other health professional (e.g. midwife), specific conditions (such as cancer, diabetes or mental illness) and prescriptions given.

NHS Digital are responsible for maintaining the medical and health records for all patients using NHS health services throughout their lives.



ECONOMIC RECORDS

We would like to be able to add information from records kept by the Department for Work and Pensions (DWP) and Her Majesty's Revenue and Customs (HMRC).

This includes information about benefit claims and participation in employment programmes, employment, earnings, tax credits, occupational pensions and National Insurance contributions.



WHO WILL USE THE INFORMATION AND WHAT FOR?

The matched survey and administrative information will be used by professional academic and social policy researchers for non-commercial research and statistics. It will be made available to researchers via the UK Data Service (UKDS) or a similar organisation.

This means that access to the data will only be granted in a secure research environment and after a successful application, assessed and approved by the Next Steps team and if required - by the respective government department. This is to make sure this information is used responsibly and safely. Your name, address and National Insurance number are never given to researchers.

All information collected by Next Steps, including information from administrative records, is treated in the strictest confidence in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR). The information is collected and used for research purposes only. The lawful basis on which we process your personal information is a 'Task in the Public Interest'.



HOW DO WE KEEP YOUR INFORMATION SAFE?

To keep your information safe, it is encrypted and sent via secure transfer systems, in line with the most up to date security rules and procedures.

More detail about how we keep your information safe can be found here:

nextstepsstudy.org.uk/home/privacy/



SOME ASSURANCES



Your decision about whether or not to allow us to add information from your records will not affect your health treatment or any health insurance. It will not affect your benefits or tax.

Information collected by Next Steps is used by academic and social policy researchers for non-commercial research purposes only.



WHEN DOES YOUR PERMISSION EXPIRE?

The information we would like to add relates to your past, present and future circumstances. We have not put an end date on the permissions that you give as we do not know exactly when we will add this information.

We will collect these records on an ongoing basis unless you tell us to stop, which you can do at any time. As our aim is to follow your partner's whole life's journey, we have not set a time limit on how long we will keep your information.



WHAT IF YOU CHANGE YOUR MIND?

You can change your mind about adding information from these records or withdraw any of your permissions at any time, without giving us a reason.

If we have already added some of your information, it will continue to be available to researchers along with your survey responses. However, we will not add any further information from your records.

See the back page for how you can change your permissions.



WHAT TO DO NEXT

1

Please make sure that you have read this leaflet carefully.

2

Get in touch if you want to talk it over or if you have any questions.

3

Choose which permissions you would like to give, if any.

4

Visit the link you've been given in your letter. You will be asked to enter your unique login also printed on the letter, then record which permissions you are happy to give.



CONTACT DETAILS

For questions about adding information from your administrative records, please contact Ipsos at:



uk-nextstepssurvey@ipsos.com



Freephone 0800 1522516
(calls from landlines are free but costs from mobile phones may vary, please check with your provider)

To change or ask questions about permissions you have previously given, contact the Next Steps team at:



Centre for Longitudinal Studies
UCL Social Research Institute
20 Bedford Way
London WC1H 0AL



Freephone: 0800 977 4566



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