

A collection of black silhouettes of people in various poses, including walking, pushing a stroller, and standing, scattered across the light orange background.

NEXT STEPS

LEARNING FROM YOUR GENERATION

**PLEASE TAKE THE
TIME TO READ THIS
BOOKLET AND MAKE
YOUR DECISION**

**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 His 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 you as part of the study.

The information we would like to add is from your health, education, work and benefits records, as well as any police and criminal justice records you may have. We will only add the information that you give us permission for.

This booklet explains more about this.



YOU CAN ALSO FIND OUT MORE BY WATCHING OUR VIDEO:

nextstepsstudy.org.uk



WHY IS ADDING THIS INFORMATION IMPORTANT?

The information in these records is more detailed than the information we are able to collect from you in the surveys.



Adding information stored in administrative records to the information you have given to Next Steps over the years can help us understand much more about your experiences.

It helps us build a fuller picture of your life and makes the study an even more valuable resource for researchers and policymakers, who use this information to improve public services.



HAVE WE ASKED YOU ABOUT THIS BEFORE?

You may have already given permissions for us to add this information. This time, we are only asking about permissions you have not previously given.

Your permissions can be changed at any time without giving us a reason. This applies to any permissions you may have given in the past.

HOW THE PROCESS WORKS

KEEPING YOUR INFORMATION SECURE

We use a unique identifier (ID) instead of your name or other personal details to make sure your information is transferred securely.

1.



With your permission, we securely send your unique ID, name, sex, address and date of birth to the named government departments and agencies that hold your records. If they are available, we may also send your NHS and National Insurance numbers to help identify your records.

Your personal details will only be used to help identify your records accurately. **We do not send your 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 survey responses.

5.



The matched information containing survey answers and administrative information is made available to researchers.

Your name, address, your NHS or National Insurance numbers will never be seen by researchers, which ensures that no one can be identified from the data.

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 the information is used responsibly and safely. Your name, address, NHS and National Insurance numbers 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/



HEALTH RECORDS



WHAT INFORMATION WILL WE ADD?

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.



WHY ADD THIS INFORMATION?

Adding this extra information will mean more detailed research can be done on things like:

- The lifestyle factors that are linked to particular illnesses.
- How some illnesses impact people's lives.



EDUCATION RECORDS



WHAT INFORMATION WILL WE ADD?

We would like to be able to add information from your education and training records after age 16. This includes information on:

- Participation in school, further and higher education
- Exam results
- Vocational training and qualifications
- Higher education applications and offers
- Payments of student loans.

These records are kept by the Department for Education, the Higher Education Statistics Agency, the Universities and Colleges Admissions Service (UCAS) and the Student Loans Company.

It is useful to add information from all these records, even if you did not continue in education after 16, in case your plans change in the future.



WHY ADD THIS INFORMATION?

Adding this extra information will mean researchers can carry out more detailed investigations on things like:

- How education influences the direction of working lives.
- People's access to university, including the impact of tuition fees and student debt on employment, income and living standards.



WHAT ABOUT EDUCATION RECORDS UP TO 16?

At the start of the study, your parents gave permission to add information from your school records, kept by the Department for Education (DfE), to the survey data. We have already added some information about your performance at school (up to age 16) and have made this information available to researchers under restricted access arrangements.



ECONOMIC RECORDS



WHAT INFORMATION WILL WE ADD?

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

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



WHY ADD THIS INFORMATION?

Adding this extra information will mean researchers can carry out more detailed investigations on things like:

- Who receives which benefits and the impact this has on people's lives.
- How childhood circumstances affect income in adult life.

POLICE AND CRIMINAL JUSTICE RECORDS



WHAT INFORMATION WILL WE ADD?

We would like to be able to add information from police and criminal justice records. This includes information on police arrests, official cautions, convictions and sentences.

Police and criminal justice records for those above the minimum age of criminal responsibility are held by the Ministry of Justice.

WHY ADD THIS INFORMATION?

Adding this extra information will mean more detailed research can be done on things like:

- How involvement in crime can affect later life.



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 whole life's journey, we have not set a time limit on how long we will keep your information.



SOME ASSURANCES

You can decide to add information from all of the records we ask about, from just some of the records, or to add nothing at all – it's your choice. We only do this with your permission.

Government departments and agencies will only receive the details they need to accurately identify your records, nothing more.

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. This is not a way for the police to find things out about you that they didn't already know.

Access to the linked data will only be given to researchers who can demonstrate that they will be competent and safe users and that their project is in the public interest and not run for profit making purposes.



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. This applies to any permissions that you may have given in the past.

If we have already added some of your information, because you previously gave us permission to, it will continue to be 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 booklet 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

Make a note of your National Insurance number if you are willing to share it. You will be asked for this in the survey. It can be found on your payslip, P45, or P60.

**WHATEVER DECISION
YOU MAKE, WE WOULD
STILL REALLY LIKE YOU
TO TAKE PART IN THE
SURVEY.**

CONTACT DETAILS

For questions about adding information from your administrative records in this year's survey, 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:



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