

## GDPR privacy notice and consent form for observed assessments

### The purpose of the assessment

The Frontline participant who is working with you is studying to be a social worker. This means that their work needs to be assessed to ensure that they have the right mix of skills and knowledge to be a good social worker. One of the most important ways that they are assessed is in relation to how they work with people as social workers in training. In order to do this the Frontline participant is asked to meet with someone they are working with to have their work observed and/or audio. If you are reading this, it means that the Frontline participant would like to ask your permission to have their work with you observed and recorded on one occasion. If you agree to this, it will in no way influence any services or support you are receiving.

If you give permission, we would like to use the audio recording for assessment, teaching and/or research. The primary reason is to assess how well the Frontline participant is making progress in developing the skills needed to be a social worker. We may also want to sample parts of the recording for teaching and/or research, the purpose of which would be to explore social work practice only. If you give permission all recordings will be treated in line with the General Data Protection Regulations (GDPR).

### GDPR Privacy Notice for the audio-recording

#### Who are we?

The course your Frontline participant is studying on is run by The Frontline Organisation (Frontline), which is a registered charity. The qualification is awarded by Lancaster University, whom Frontline works in partnership with. If you have any concerns about your privacy you can contact the data protection lead at [dpo@thefrontline.org.uk](mailto:dpo@thefrontline.org.uk) or by writing to Coram Campus, 41 Brunswick Square, London, WC1N 1AZ

#### The lawful basis we use

The lawful basis for recording the meeting is 'consent', which means we ask you to agree to the recording in advance but we must provide you with enough information so you can make a fully informed decision. You can withdraw your consent at any time by contacting the Frontline participant or [dpo@thefrontline.org.uk](mailto:dpo@thefrontline.org.uk). If you do wish to withdraw consent, it would be helpful for you to do so within two weeks of the recording being made as after this it will need to be considered for second marking and/or moderation. You can still make a withdrawal request after this period and this may be met by anonymising your recording.

#### How do we keep the recordings secure?

The audio recordings are captured onto a mobile device provided by Frontline and we ensure all devices are encrypted (scrambled) and have a remote wipe feature. This means if the device was lost or stolen it will not be possible for an unauthorised person to listen to the recording, and we will ensure the device is wiped of all data. Additionally, participants follow a procedure to upload the recording within 24 hours to a secure area managed by Lancaster University where the participant is registered as a student. The recording is then deleted off the mobile device. The recording may also be stored within a secure area managed by Frontline. The stored recordings will then be deleted from the secure area 6 years after the end of the current academic year (August). If you have given permission for the recording to be used for teaching and/or research purposes it will be retained until no longer required.

#### What are your rights under GDPR?

At any point while we are in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the recording providing it does not infringe the privacy of others
- Right to be forgotten – you may have a right to ask for the recording to be erased if certain criteria are met

- Right to restriction of processing – you may have a right to stop the use of the recording in certain circumstances
- Right of portability – you have the right to have the recordings we hold about you transferred to another organisation providing it does not infringe the privacy of others
- Right to complain: in the event that The Frontline Organisation refuses your request we will provide you with a reason as to why. You also have the right to complain as outlined below.

In the event that you are unhappy about how your personal data is being processed or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel 0303 123 1113.

**Do I have to take part?**

No, if you decide you do not want to take part you can say no. You can also give permission to use the recording only for assessing the Frontline participant and not for teaching and/or research purposes. The tick boxes below allow you to opt in to the elements you are comfortable with. Whatever you choose will in no way affect the work or support you are offered. You can also ask to stop the audio recording at any time.



Once you have read the above information and asked any questions you have, please fill in this form. **You can tick as many or as few boxes as you wish.**

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**Consent form:**

- I have read and understood the information outlined in the document titled: “GDPR Privacy Notice and Consent Form for Observed Assessments” available on: <https://thefrontline.org.uk/our-programmes/frontline-programme/frontline-programme-policies/>
- I have had the opportunity to ask questions and I understand and am happy with the answers

<ul style="list-style-type: none"><li>• I agree to the meeting <b>being observed and audio recorded</b> in order to assess the skills of the Frontline Participant <input type="checkbox"/></li></ul>	<p><b>OR</b></p> <p>Please select as applicable</p>	<ul style="list-style-type: none"><li>I agree to the meeting <b>being observed</b> to assess the skills of the Frontline Participant, but do not agree to the meeting being audio recorded <input type="checkbox"/></li></ul>
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- I agree that this audio recording can be used for teaching
- I agree that this audio recording can be used for research purposes
- I understand that I can withdraw consent as described above

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**Your Name**

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**Signature**

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**Date**

*To be completed by the Frontline participant*

- I confirm that I have gathered all necessary consent
- I agree that my personal data contained in the audio-recording may be used to assess me
- I agree that this audio recording can be used for teaching and/or research purposes

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**Participant name**

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**Signature**

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**Date**

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**Parental consent form:**

*To be completed where a child or young person is participating in the assessment and consent is required from someone with parental responsibility.*

- I have read and understood the information outlined in the document titled: “GDPR Privacy Notice and Consent Form for Observed Assessments” available on: <https://thefrontline.org.uk/our-programmes/frontline-programme/frontline-programme-policies/>
- I have had the opportunity to ask questions and I understand and am happy with the answers

<ul style="list-style-type: none"><li>• I agree to the meeting involving ..... ..... (name of child/young person) <b>being observed and audio recorded</b> in order to assess the skills of the Frontline Participant <input type="checkbox"/></li></ul>	<p><b>OR</b></p> <p>Please select as applicable</p>	<ul style="list-style-type: none"><li>I agree to the meeting involving ..... (name of child/young person) <b>being observed</b> to assess the skills of the Frontline Participant, but do not agree to the meeting being audio recorded <input type="checkbox"/></li></ul>
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- I agree that this audio recording can be used for teaching
- I agree that this audio recording can be used for research purposes
- I understand that I can change my mind at any point without giving a reason, and can alert the participant or [academic.support@thefrontline.org.uk](mailto:academic.support@thefrontline.org.uk) to withdraw my consent

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Your Name

Signature

Date

