



## **Further Information Sheet for homelessness and rough sleeping government research**

**Version 4, 19/11/18**

***This document was revised from version 3 on 19<sup>th</sup> November 2018 to more accurately reflect the administrative linkage data flow.***

The following information provides additional detail for individuals taking part in the research on homelessness and rough sleeping.

This expands on the information provided in the leaflet and main information sheet that your project worker will have shown you about this research.

### ***Why are the Ministry of Housing, Communities and Local Government doing this work?***

The Ministry of Housing, Communities and Local Government (MHCLG) has responsibility for making sure that homeless people get the right support, and that fewer people become homeless in the first place. Your answers to the questionnaire, the information being shared by the homelessness service (your personal details, and information on your accommodation and treatment) and the information from other government agencies will help MHCLG to understand how well services are working to support people who have slept rough. This will help MHCLG to understand which services work best and make sure that services for rough sleepers work better in the future. It will also help MHCLG understand which public services are being used by rough sleepers and how much these services cost.

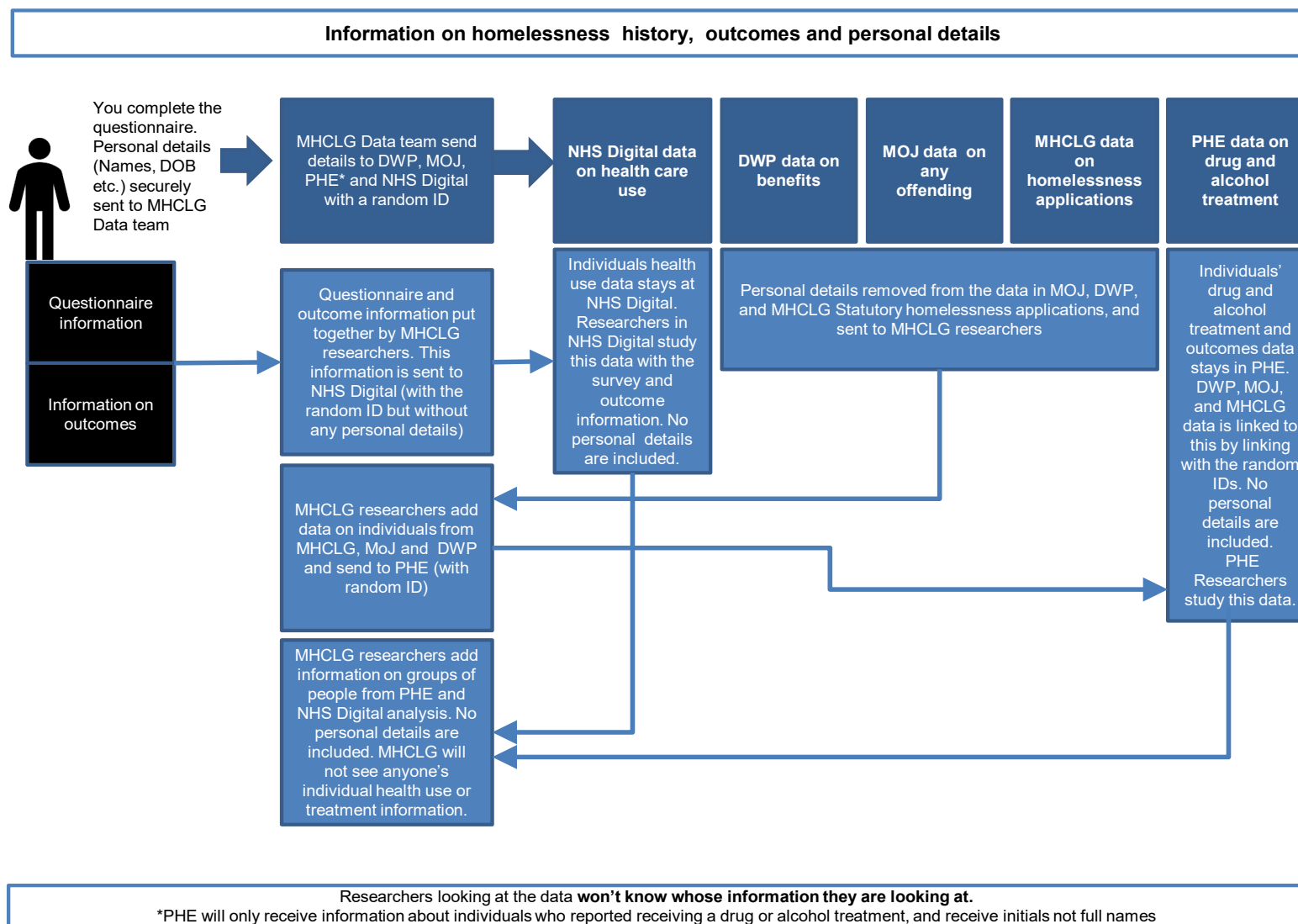
### ***How will it improve homelessness services?***

The use of your information will not have an impact on homelessness services immediately but it will help decisions about what types of services should be replicated elsewhere.

### ***What are these services?***

MHCLG is providing money to local authorities to pay for many different services to help rough sleepers around the country. This includes services which support people with substance misuse and mental ill health.

**What happens to all the information about me? If you agree to fully take part in the research:**



The exact breakdown shown in the diagram is described in the steps below.

1. Your questionnaire answers on your homelessness history and support needs will be sent to MHCLG researchers.
2. Information on your outcomes/changes you have made e.g. on accommodation and treatment, will be sent by the homelessness service to MHCLG researchers.
3. Your questionnaire answers and your outcomes/changes information will be put together in MHCLG.
4. Your personal details (name, last known address, gender, date of birth, National Insurance number if known) will be sent by the homelessness service to MHCLG data team.
5. The MHCLG data team will send your personal details to the Department of Work (DWP), the Ministry of Justice (MoJ) and NHS Digital. This information will only be shared with Public Health England (PHE) if you have reported any experience of drug or alcohol treatment in the questionnaires, and they would share your initials and not your full name. Personal details will go to the team at MHCLG who are working with the data on statutory homelessness. DWP, MoJ and the data teams in PHE, NHS Digital and MHCLG will not see the information on your outcomes or from your questionnaire.
6. DWP and MoJ will link your personal details to the information they hold about you – the benefits you have received and the contact you have had with the criminal justice system. The team working on the statutory homelessness data in MHCLG will link your personal details to the information they hold about you.
7. PHE and NHS Digital will link your personal details to the information they hold about you – any drug or alcohol treatment you may have received or your health data.
8. MHCLG will share your survey and outcomes information with NHS Digital. No personal details will be included.
9. Researchers in NHS Digital will study the information they hold about you along with the survey and outcomes information. Your individual health use data will stay in NHS Digital.
10. The teams in MHCLG, DWP and MoJ will send their information about you to MHCLG researchers without including any of your personal details.
11. MHCLG researchers will link the questionnaire and outcomes information it holds together with the information from DWP, MoJ and the MHCLG information on statutory homelessness. No personal details will be included.
12. MHCLG will share your survey and outcomes information with PHE, along with your information from DWP, MOJ and the MHCLG statutory homelessness information. No personal details will be included.
13. Researchers in PHE will study the information they hold about your drug and alcohol treatment along with the survey, outcomes and other data from MHCLG, MOJ and DWP. Your individual drug and alcohol treatment and outcomes data will stay in PHE.

14. PHE and NHS Digital will send MHCLG researchers the findings from their analysis. No personal details will be included and MHCLG researchers will not see anyone's individual information on drug and alcohol treatment, or health use.
15. MHCLG will hold information on groups of individuals about their health use and drug and alcohol treatment. No personal details are included.

**Researchers working in MHCLG, NHS Digital and PHE will look at your information, along with information from many other people. Your unique reference number will be included in this information but your personal details will have been removed and they will not know whose information they have.**

**Your information will be handled with care and in accordance with the law.**

*When will this happen?*

The information collected from you about your homelessness history and support needs, will be sent to MHCLG immediately. The information on your outcomes will be collected by MHCLG every three months for up to a year. Your personal details will be sent to MHCLG between September and November 2018.

*Can I refuse?*

Your participation in the research is voluntary. **If you decide not to take part at all, or not to give your consent for your personal details to be shared, your decision will not have any impact on you whatsoever.**

*Can I change my mind?*

You may withdraw your consent at any time. If you choose to withdraw your consent please speak to your project worker or tell someone in your Housing Options service who will contact MHCLG for you, or contact MHCLG's [Data Protection Officer](#), who will make sure your information is not used and that it is deleted.

MHCLG's Data Protection Officer can be contacted at [dataprotectionofficer@communities.gov.uk](mailto:dataprotectionofficer@communities.gov.uk).

*Can I get access to my data?*

If you want to see the information about you that is being collected for this research, you have the right to request it. To do so, you need to look on our website or contact MHCLG's Data Protection Officer at [dataprotectionofficer@communities.gov.uk](mailto:dataprotectionofficer@communities.gov.uk) and someone will explain how to make a request. The data MHCLG collects from your questionnaire will be available immediately, but the data from government agencies will be collected in 2020.

*For how long will my information be kept?*

Your personal information (name, last known address, gender, date of birth and National Insurance number if known) will be kept until December 2020. This is so it can be linked with information about the way you use public services in the next year or two which will help researchers understand how well the services have worked.

All the personal information (name, last known address, gender, date of birth and National Insurance number if known) collected by the homelessness service for this research will be destroyed by the homelessness services by December 2019.

The personal information sent to DWP and MoJ for this research will be securely destroyed after a maximum of six months and by December 2020 at the latest.

The personal information held by MHCLG, NHS Digital and PHE will be securely destroyed in December 2020.

All information collected from government agencies for this research (which won't have personal information attached) will be securely destroyed by December 2023.

### *What are my rights?*

If at any point you believe the information we process on you is incorrect you may ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer can be contacted at [dataprotectionofficer@communities.gov.uk](mailto:dataprotectionofficer@communities.gov.uk).

Or by writing to:

Ministry of Housing, Communities and Local Government  
Data Protection Officer  
2 Marsham Street  
London  
SW1P 4DF

Alternatively, please contact:

Chair of the Ethics Committee  
Psychology  
University of Southampton  
Southampton  
SO17 1BJ  
Phone: +44 (0)23 8059 3856, email [fshs-rso@soton.ac.uk](mailto:fshs-rso@soton.ac.uk).

The University of Southampton provided ethical approval for this research.