



Teaching about the Holocaust in English secondary schools

UCL Centre for Holocaust Education, UCL Institute of Education, London

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Participant information sheet

Many thanks for your interest in completing the 2018/19 survey for the UCL Centre for Holocaust Education's study into teaching about the Holocaust in English secondary schools. Before completing the survey please read this information carefully. When you begin the survey, you will be presented with a series of consent questions to enable you to indicate if and how you want your responses used in the research.

The survey

Many of the questions are multiple choice but there are also opportunities for you to elaborate using the textboxes and open-ended questions. The survey will take between 15 and 35 minutes to complete, dependent on how much experience you have of teaching about the Holocaust and the level of detail you wish to give in your answers. You can skip any questions you do not want to answer. The questions will explore:

- your aims when teaching the Holocaust, the topics you cover, and the pedagogical approaches you use;
- any Holocaust-related CPD you might have had;
- your knowledge of the Holocaust;
- and some background information about you, for example your pathway to becoming a teacher.

The survey also includes a small number of questions which collect **special category personal data**. Specifically, there are questions asking for your email address if you're interested in taking part in the second phase of this research or want to enter the free prize draw to win a book voucher (details below). There are also questions about your gender identity, religion and ethnicity. They are included to determine the extent to which survey respondents are representative of the demographic characteristics of teachers in England. Additionally, we can explore trends based on religious group. All personal information you provide is kept confidential and stored securely. You can skip questions you don't want to answer. Please read the Data Protection Privacy Notice below which explains your rights under the General Data Protection Regulation (GDPR).

The survey is hosted by a website called Survey Monkey. We choose survey settings that do not log information about your email or IP address. Survey Monkey's privacy policy is available on this website: <https://www.surveymonkey.net/mp/policy/privacy-policy/> But in sum, the data is owned by the survey creator (so the UCL Centre for Holocaust Education). Survey Monkey does not access, use or sell the data to third parties.

Free prize draw

As a thank you for your time spent completing this survey we are giving respondents the opportunity to enter a free prize draw to win one of two Waterstones' gift vouchers each worth £100. If you would like to be entered into the free prize draw, please give your email address when prompted to in the survey.

Email addresses given in response to this question will only be used for the purpose of contacting the two winners, they will not be used for any other purposes. While the prize draw is running, email addresses will be stored in an encrypted file and only the research team at the Centre will have access to it. This file will be destroyed securely by the end of May 2019. The study is about Holocaust education in English secondary schools, thus teachers working in schools in England are eligible to complete the survey and to enter the free prize draw. Full terms and conditions are available via: <https://www.holocausteducation.org.uk/wp-content/uploads/Terms-and-conditions-for-teacher-survey-free-prize-draw.pdf>

The possible disadvantages and risks of taking part

We don't anticipate any risk to you by taking part in this study. However, the majority of questions make reference to the Holocaust, which is a complex and challenging subject. Thus, please only complete this survey if you feel comfortable to do so. You can skip questions and exit the survey at any time.

The report for this study will include discussion about the current state of Holocaust education which is likely to include both positive observations (for example, summaries of good practice) as well as some critique (for example, summaries of areas where teaching about the Holocaust could be improved). This will not be done in a way that identifies individual teachers or schools; instead these issues will be discussed in a generalised manner.

The possible benefits of taking part

This survey is a great opportunity to present your views and experiences of teaching about the Holocaust and will inform debate in this field. The findings will be used to inform the Centre's CPD programme and is likely to influence CPD programmes offered by other organisations worldwide.

The second phase of the research

In the second phase of this research we will conduct interviews with a subset of teachers who complete the survey. We may also send out follow-up surveys to a subset of teachers and/or conduct a small number of case studies in schools. If you're interested in being interviewed, completing a follow-up survey and/or your school being part of a small case study, just provide your email address when prompted to in the survey. Where teachers do this, we will review their survey responses and invite a subsample who represent a range of opinions and experiences to participate. Those who receive an invitation to the second phase of the research will be given information about what this will involve so they can decide whether to proceed. If you are invited to participate, there is no obligation to take part. You can opt out of this before, during or after you participate, and we'll destroy any data you've provided.

An important point about withdrawing your responses from the study

The only piece of information that could identify you is your email address if you provided this to express an interest in participating in the next phase of the research. If you do give this information **you will** be able to withdraw your responses at a later date because it will be stored in an encrypted file that links your email address with your survey ID number. **However, please note**, if you provide your email address to be entered into the free prize draw to win a Waterstones' voucher, this information will be stored in a different encrypted file and won't be linked back to your survey so can't be used to identify and withdraw your responses. The information in the Data Protection Privacy Notice below explains your rights under the GDPR. Please contact Becky Hale (details below) if you want to withdraw your data or arrange to exercise your rights as outlined in the Data Protection Privacy Notice.

Alternatively, you can ensure your survey responses are anonymous by not giving us your email address in any of the relevant questions. However, this means your responses **cannot** be withdrawn from the research (because we will be unable to identify which survey you completed). It also means the Data Protection Privacy Notice doesn't apply because where data is anonymous the GDPR isn't

relevant. Please be reassured it is absolutely fine to complete the survey anonymously and skip the email address questions.

How your information will be used

Your individual responses are confidential and **will not** be shared with anyone outside of the UCL Centre of Holocaust Education. We will collate the responses we receive from all the teachers who complete the survey and write an anonymised report that gives an overview of the findings. With your permission, we will draw on your answers to inform the content of the report. Sometimes we use short, anonymous quotes to illustrate a point, but we would only do this with your permission.

The report will be sent to the funders of the research and/or included in academic journals and presentations. Increasingly, academic publications are publicly available.

Paper copies of data are kept in secure offices and electronic data are kept on password protected computers and only the research team at the Centre have access to this information. The UCL Research Data Policy states that research data is kept for a minimum of ten years after publication, and then it will be destroyed as confidential waste. Therefore, anonymous survey data uploaded from Survey Monkey will be kept on a UCL database for at least ten years, but your email address (where you have given it to express an interest in future research), will be destroyed by August 2021. Your survey responses held in Survey Monkey will be also be deleted from the website at the close of the project.

Finally, if you give your email address to express an interest in the second phase of the research, it will only be used for this purpose.

Further Information

If you have any questions and/or concerns about this study, please contact Becky Hale: r.hale@ucl.ac.uk. You should also contact Becky if you want to raise a complaint. If your complaint is then not handled to your satisfaction, you can contact the Chair of the UCL IOE Research Ethics Committee: ioe.researchethics@ucl.ac.uk

Data Protection Privacy Notice

Notice: The data controller for this project will be University College London (UCL). The UCL Data Protection Office provides oversight of UCL activities involving the processing of personal data and can be contacted at data-protection@ucl.ac.uk. UCL's Data Protection Officer can also be contacted at data-protection@ucl.ac.uk.

Your personal data will be processed for the purposes outlined in this notice. The legal basis that would be used to process your *personal data* will be the performance of a task in the public interest. The legal basis used to process *special category personal data* will be for scientific and historical research or statistical purposes/explicit consent.

The personal data to be processed is: your email address, gender identity, ethnicity and religious affiliations. You do not have to provide this information and can leave the relevant questions blank.

Your email address for the purposes of expressing an interest in future research will be processed until August 2021. Before this point, your email address will be stored separately from your survey responses in an encrypted file. After this point your email address will be destroyed and your survey responses will become fully anonymous.

Where you give your email address to be entered into the free prize draw to win a book voucher, your email address will be stored in a separate encrypted file to the one described above. This file will be destroyed by the end of May 2019. We will only use these email addresses to contact the two winners of the book voucher.

We will endeavour to minimise the processing of personal data wherever possible.

While we have your email address and can use it to identify your survey responses, you have certain rights under data protection legislation in relation to the personal information that we hold about you. These rights apply only in particular circumstances and are subject to certain exemptions such as public interest (for example the prevention of crime). They include:

- The right to access your personal information;
- The right to rectification of your personal information;
- The right to erasure of your personal data;
- The right to restrict or object to the processing of your personal data;
- The right to object to the use of your data for direct marketing purposes;
- The right to data portability;
- Where the justification for processing is based on your consent, the right to withdraw such consent at any time; and
- The right to complain to the Information Commissioner's Office (ICO) about the use of your personal data.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at data-protection@ucl.ac.uk. If you remain unsatisfied, you may wish to contact the ICO. Contact details, and further details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

Many thanks for your interest in this research