

Framework for Setting-up School Mental Health Research Networks v1.0

1. SCOPE

This framework is for researchers seeking to establish partnerships with schools or educational organisations for the purpose of facilitating child and adolescent research and related activities. It will be particularly relevant for those who want to set up a network of schools and advertise relevant child and adolescent health and education research and related activities to member schools. It covers procedures for recruiting schools, formalising agreements with schools, and maintaining school membership. It also covers procedures for establishing partnerships with other researchers conducting relevant research and requirements for research and related activities (e.g. Patient and Public Involvement and Engagement [PPIE], practice evaluations) that are advertised to member schools.

The WISDOM ('Working in Schools to Deliver on Mental Health') Research Network is a Network that aims to bring together schools in England and academic researchers to enable high quality mental health research that meets the diverse needs of school communities. This framework outlines the procedures and guidance used by the WISDOM Research Network to provide an example for those setting up similar networks to follow or adapt. This framework also provides guidance that may be useful for those conducting PPIE activities or practice evaluations that do not require review by a Research Ethics Committee.

Any references to "the network" in this document means the "School network".

1.1 Schools network overview

All mainstream and non-mainstream education settings, including primary schools, secondary schools, virtual schools, and further education colleges (hereby referred to as 'schools') in England are eligible to join the WISDOM Research Network.

The WISDOM Research Network partners with researchers conducting research studies, PPIE activities and practice evaluations that help address the [NIHR Oxford Health BRC Mental Health in Development theme](#) vision, aims and objectives, and demonstrate a benefit for schools and/or participants. Activities will aim to recruit participants through schools in England, and this may include children and young people (aged 4 to 18 years) and/or adults (parents/carers, school staff, other adults working in or with schools).

From here onwards we use "research activity/activities" to refer to partnered research studies and other related activities (e.g. PPIE activities, practice evaluations).

The network requires researchers to seek review from the relevant Research Ethics Committee for a proposed research activity and have appropriate ethics approval in place, or confirmation the proposal is exempt from ethics review before the activity is advertised through the network.



2. NETWORK MEMBERSHIP

2.1 School Network Membership

Member schools receive a welcome pack on joining the network. The welcome pack includes a membership certificate, newsletter and access to a 'Members Area' of the Network's website. It may also include information about current partner research activities and any additional dissemination activities (e.g., online seminars or webinars, in-person conferences). Newsletters including adverts for partner research activities are distributed to member schools approximately three times a year and newsletters will be available to members on the Network's website. Evidence-informed information and resources (e.g. on the topic of mental health in schools) are also included in newsletters and on the Network website for member schools to access, with other additional dissemination activities (e.g., online seminars or webinars, in-person conferences) to be offered if appropriate and opportunity arises.

Member schools are offered a graded membership to recognise contributions to the Network's activities (member status; active member; advanced member), with membership status reviewed based on the school's engagement in network activities and updated on a termly basis.

2.2 Research partnership

Research activities can be a research study (all study designs are considered) or an activity that does not constitute research (i.e. a PPIE activity or a practice/service evaluation). Research partners must confirm that appropriate ethical approval is in place or confirm that the activity is exempt from ethics review before recruitment begins. It is the responsibility of the research activity lead to ensure research activity data is processed in accordance with requirements of data protection law, and they must confirm any required approvals are in place before recruitment begins.

Research partners provide the network team with information about their research activity to be advertised to member schools. The network team reviews the research activity to ensure it meets requirements detailed in the Information Sheet for Researchers.

Research partners are encouraged to provide feedback to member schools that participate in the research activity (e.g. share findings, outputs or resources) and to comply with any network reporting requirements. This includes reporting the involvement of member schools in the partnered activity via a short survey ; completing an End of Research activity report; (where applicable) acknowledge the network's support with recruitment in outputs and notify the network of research activity outputs; notify the network of any issues or concerns related to member schools.

The WISDOM Research Network will advertise partnered research and/or related activities on a 'members area' of the Network website via the termly newsletter, and in other ways (e.g., via targeted/follow-up emails to specific members, "spotlight research activity" emails).

3. TRAINING OF NETWORK AND RESEARCH STAFF

All network staff must be vetted through the enhanced Disclosure and Barring Service checking process and receive approval by the University of Oxford for working with children.





It is the responsibility of the Principal Investigator or named lead for research activities that partner with the network to ensure that all researchers are trained appropriately for the activities being carried out, and in particular that those working with children are trained in the below:

- in Research Ethics and Integrity
- in Information Security and Data Privacy
- in Safeguarding children
- to use appropriate research methods
- in how to engage children
- to recognise and deal with ethical issues
- to recognise and deal with situations where abuse and/ or serious risk is identified

Where **research activities involve PPIE activities**, researchers are encouraged to ensure staff are trained appropriately for conducting PPIE activities, according to current best practice.

Research Partners take responsibility for complying with safeguarding regulations, ethical considerations and research practices that relate to the setting and nature of their research activity and should consult and follow relevant guidance, e.g., the British Psychological Society (BPS) [Code of Human Research Ethics](#), the National Institute for Health and Care Research (NIHR) [guidance on involving young people as advisors in research](#), the [University of Oxford's Safeguarding Code of Practice](#).

4. RECRUITMENT METHODS

4.1. School recruitment

School recruitment may occur via a range of methods, such as:

- Contacting schools directly via introductory emails and phone calls, with the option for an online or in-person meeting to discuss involvement. Publicly available information from the UK Government Department for Education and/or school website can be used to identify schools to contact. Schools that have participated in previous activities and given permission to be contacted about future activities can also be contacted via introductory emails/phone calls.
- Introductory emails to leaders of Local Authorities and Multi-Academy Trusts, and professionals working in schools (e.g., Educational Psychologists, School Nurses), with follow-up meetings.
- Sharing information at conferences and events, via existing networks and on social media platforms.

Interested schools are directed to the [School Information Sheet](#) and can complete an [Expression of Interest form](#) or contact the network team for further information.

The network team review expressions of interest to assess eligibility, and eligible schools are asked to complete a [Memorandum of Understanding](#) and allocate up to two named school 'Network leads' who will act as the main points of contact for the network team.





The headteacher (or another nominated member of the school leadership team) and at least one school 'Network lead' are asked to complete forms to provide consent for the network to use and store their personal data. Upon receipt of the signed Memorandum of Understanding and consent forms, the school becomes a member of the network and receives a welcome pack from the network team.

4.2. Research Partner recruitment

The network will be advertised to researchers via a range of methods, including via existing contacts and networks, social media platforms, attending conferences and events.

Researchers who are interested in partnering with the network will be directed to the **Researcher Information Sheet**, with the option to meet the network team to discuss the potential partnership when planning their research activity.

Interested researchers are provided with a **Research Activity Application Form** to complete. The network team review completed applications to assess eligibility and inform researchers of the outcome of their application. Potential application outcomes include:

- **Acceptance:** researcher(s) will be asked to sign the Research Activity Partnership Agreement.

***Note.** Research activities are required to have ethics approval in place or (in the case of PPIE or practice evaluations) or confirm that it is exempt from ethics review before acceptance is granted.*

- **In-principle acceptance:** researcher(s) will be informed of outstanding requirements prior to their study being accepted into the network and invited to address issues raised and where requested, submit a revised application for review.
- **Not accepted,** with explanation and option to resubmit.

Upon receipt of the signed **Research Activity Partnership Agreement**, the accepted activity is formally partnered with the network and will be advertised to member schools.

4.3 Recruitment for partnered research activities

Research partners provide the network with a short advert following the Advert Template, providing information about the research activity to be shared with member schools. Research activity adverts will include the researcher's study/contact information and member schools that are interested in participating in the research activity will be directed to the activity contact. For research studies, ethical approval will need to be in place for use of the advert. Where partnered activities do not require Research Ethics Committee review (PPIE activities, practice evaluations), research activity leads are responsible for ensuring all information provided to participants is sufficient, clear and accessible, and complies with any relevant data protection requirements.

The network will include summaries of these research activity adverts in Newsletters that are distributed to member schools and may also send research activity adverts to individual member





schools or groups of member schools that are eligible for the particular activity (e.g. via a personalised email following newsletter distribution to all member schools) and/or share adverts on social media platforms.

Additional methods used to recruit participants through member schools will depend on the research activity. For research studies, it is the responsibility of the Principal Investigator to ensure recruitment methods that received ethical approval are followed. For PPIE activities and practice evaluations that do not require research ethics review, it is the responsibility of the activity lead to ensure recruitment methods follow best practice and consider unequal relationships between researchers and participants.

5. INFORMATION PROVIDED TO SCHOOLS, RESEARCHERS AND PARTICIPANTS

The network provides [the Information Sheet for Schools](#) to schools interested in joining the network and the [Information Sheet for Researchers](#) for researchers interested in advertising a research activity to member schools. The information sheet templates associated with this procedure were developed in consultation with school staff and researchers to help ensure sufficient information is provided and the information is clear and easy to understand.

Research partners are provided with an [Advert Template](#) to use to create a research activity advert to be distributed to member schools and are asked to present key information about the research activity in an accessible way.

The network encourages research partners to get input and advice from relevant members of the public (e.g. school staff, young people, parents/carers) when developing all information for participants, to help ensure information is sufficient, age-appropriate and can be easily understood by the target participant group.

6. AGREEMENT AND CONSENT PROCEDURES

6.1. Member schools

Headteachers (or another nominated member of the school leadership team) will complete and sign a [Memorandum of Understanding](#) to join the network. The agreement outlines the aims and purposes of the network and the school's role in the network. **Joining the network is not consent to participate in any research activities.**

After the Memorandum of Understanding is signed, the network will obtain consent from individual members of school staff for use and storage of their personal data. **This is not consent to participate in any research activities.**

6.2 Researcher partners

Research activity leads complete and sign a [Research Activity Partnership Agreement](#) to partner with the network.

6.3. Research activity participants





Consent procedures for partner research studies will have been reviewed and approved by the appropriate Research Ethics Committee before recruitment begins. Where researchers contact the network when planning a research activity, where applicable they will be directed to the relevant ethics committee guidance and resources for ethics applications.

Where partnered activities involve evaluations of existing practice and do not require review by a Research Ethics Committee, it may not always be necessary to obtain informed consent (e.g. where collected data is aggregated or anonymised). Researchers are asked to consider potential unequal relationships between researchers and participants and take appropriate steps to ensure that participant choice and autonomy are respected throughout the activity.

Where partner activities are PPIE activities, researchers are encouraged to follow best practice.

7. COMPENSATION

Schools will not receive any monetary incentive, remuneration, or financial recompense for joining the network.

Research partners will not receive any monetary incentive, remuneration, or financial recompense for partnering with the network.

Compensation given by research partners to schools and/or participants for research activities that are advertised to member schools will have been reviewed and approved by the appropriate Research Ethics Committee.

Where **PPIE activities** are advertised through the network, researchers are encouraged to consult and follow relevant current guidance on payment for PPI activities, for example:

- For adult participants (e.g. school staff, parents/carers) (at the time of writing) [the NIHR](#) outline recommended payments. Information about compensation for PPI participants and how and when payments will be made is also expected to be clearly detailed in information provided to participants.
- For children and young people, the [NIHR INVOLVE guidance](#) outlines that it is best practice to work with children and to recognise and reward children and adolescents for their time spent on PPI activities, and they should not be out of pocket for any travel expenses. However, there is no one agreed-upon compensation for PPIE activities with children and young people. Research partners will be encouraged to work with the children and young people to determine the appropriate compensation for the PPIE activities (e.g. shopping vouchers, monetary payments).

8. POTENTIAL RISKS TO SCHOOLS/PARTICIPANTS/RESEARCHERS/OTHERS AND WHAT WILL BE DONE TO MINIMISE

One possible risk for the administration of the network is that member schools may have a poor experience within one of the partner research activities advertised through the network. To help address and monitor this risk, research partners must agree to notify the network team of any issues



or concerns related to member schools involved in partnered activities as soon as possible. Schools will also have the opportunity to feed back to the network team about any potential issues or concerns.

The Principal Investigator or named activity lead for partner research activities will be responsible for identifying and minimising any potential risks to participants and research staff. Where partner activities are research studies that require ethics review, potential risks and procedures for minimising these risks will have been reviewed and approved by the relevant Research Ethics Committee before the activity is advertised through the network.

9. MONITORING AND REPORTING OF ADVERSE OR UNFORESEEN EVENTS

Schools that join the network are asked to report back to the network team if they have a poor experience of being a member of the network and/or with a research activity advertised through the network.

Research partners are expected to have established their own process for monitoring and reporting adverse or unforeseen events in their research activity. Where partner activities are research studies that require ethics review, procedures for monitoring and reporting of adverse or unforeseen events will have been reviewed and approved by the relevant Research Ethics Committee before the activity is advertised through the network.

10. COMMUNICATION OF RESULTS

Schools that join the network should receive regular communication on Network activities (e.g. through Newsletters, website/social media updates, conferences/events). The network aims to ensure information and updates that are shared with members are meaningful and accessible for schools.

Research partners that advertise activities through the network are asked to provide feedback to member schools. The information that is shared with schools will vary depending on the activity and there may be restrictions in what researchers are able to share. For research studies and practice evaluations this may be a summary of key findings and implications for school policy or practice, and for PPIE activities this may be a summary of how participant insights have been used to inform future research plans.

11. DATA MANAGEMENT AND PROTECTION

The network will manage data collected from schools and research partners in line with the University of Oxford's [Best Practice Guidance 09 on Data collection, protection and management](#).

Information Sheets for schools and researchers each refer to the separate respective **Data Privacy Notices** which outline which data will be collected; how they will be collected, transferred, and stored; where and for how long they will be stored; who will have access to them; and how they will be used.



Data storage for each type of data is described below. The information will be held as long as it is required for the purpose of the running of the Network and appropriate safeguards are in place. This will be reviewed annually on an ongoing basis:

- **Memorandum of Understanding and Research Activity Partnership Agreement:** These will be collected through a University recommended and approved online platform (e.g. REDCap, Qualtrics, MS Forms, Jisc) and then transferred electronically for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team.
- **Contact details of schools, individual members of school staff and researchers:** These will be collected through a University recommended and approved online platform (e.g. REDCap, Qualtrics, MS Forms, Jisc) and then transferred for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team. School details will not be shared with potential researchers wishing to partner with the network. Researchers who partner with the network will agree to have their work contact details shared (for recruitment purposes) through activity recruitment materials.
- **Field notes:** Network staff may write field notes when undertaking PPIE activities for the development and/or maintenance of the network. These will be held on a secure University server (e.g. University Nexus365 platform) with restricted access to network team members.
- **Data in the public domain:** Publicly-available data files will be downloaded from the relevant sources (e.g. Department for Education website, Office for National Statistics website) and transferred electronically for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team members.
- **Visual images:** The network may collect photographs from schools/researchers involved in the network for the network's public-facing platforms (i.e. website/social media accounts) with the explicit permission of all involved. These may be received via email or other routes, and they will be transferred electronically for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team members.
- **IP addresses:** While the network do not specifically aim to collect IP addresses, they may be passively collected through survey platforms or through website analytics. The network do not intend to store or analyse these.

The network team (University of Oxford staff) will have access to the data collected and processed by the network.

Information shared with member schools about network research activities will include researchers' professional (not personal) contact details (e.g. work email address, mailing address, phone number) of the researcher(s). This information may be identifiable and the sharing of which will have been made clear to researchers in advance. The network will not share information about schools or school contacts with researchers unless this is specifically requested by schools/school contacts.





The network will maintain identifiable data for the duration of the network's existence and will delete all identifiable data (stored electronically) 12 months after the conclusion of the network. With permission, photographs may be maintained for use on legacy websites, future network/research activities.

School staff have the right to withdraw their consent and relinquish the school's membership of the network at any point. The network will maintain a record of their removal of consent in a restricted access folder on a University of Oxford provided storage system (e.g. University Nexus 365 platform) for 48 months.

Research partners have the right to remove their research activity from future involvement in the WISDOM Research Network. Where this happens, the record of the research activity will be deleted from the University recommended and approved data collection platform (e.g. REDCap, Qualtrics, MS Forms, Jisc). The record of the research activity (with no individual researcher names or contact information) will be retained in a file on the University of Oxford provided storage system (University Nexus 365 platform). It also may not be possible to remove any previous advertisements about the research activity from published materials that are already in the public domain. The network team will maintain a record of the removal of the partnership of their research activity in a restricted access folder on a University of Oxford provided storage system (University Nexus 365 platform) for the length of the project.

The Principal Investigator or named activity lead for research activities that are advertised through the network is responsible for ensuring research activity data is managed in accordance with requirements of data protection law.

Partnered research activities from the University of Oxford must be conducted in accordance with the [University's Policy on the Management of Data Supporting Research Outputs](#); CUREC's [Best Practice Guidance 09 on Data collection, protection and management](#); and Research Data Oxford's [guidance on data backup, storage and security](#). Partnered research activities from another institution must be conducted in accordance with their own institutions policies and guidance on data collection, protection, management, storage and security.

12. FURTHER INFORMATION

School Information Sheet
Expression of Interest form
Memorandum of Understanding

Researcher Information Sheet
Research Activity Application Form
Research Activity Partnership Agreement
Research Activity Advert Template

Data privacy notices for schools
Data privacy notices for researchers





13. CHANGE HISTORY

Version No.	Significant Changes	Previous Version No.
1.0	This is the first version of this SOP	N/A



WISDOM Research Network – Information Sheet for Schools

V1.2 13.03.2026

We would like to invite your school to become a member of the WISDOM Research Network.

What is the WISDOM Research Network?

The WISDOM Research Network aims to bring together primary and secondary schools, sixth form and further education colleges in England and academic researchers to enable high quality mental health research that meets the diverse needs of school communities. Schools that join the network will benefit from engaging with, and learning from, cutting-edge mental health research, alongside opportunities to connect with other schools and help shape future mental health research.

The WISDOM Research Network is part of a wider project called [Mental Health in Development](#) (MHID). MHID is part of the Oxford Health Biomedical Research Centre (BRC), funded by the NIHR and is a partnership with the University of Oxford, alongside the Universities of Birmingham, Reading, Liverpool, Oxford Brookes, and York, and the Oxford Health, Berkshire Healthcare and Birmingham Women’s and Children’s NHS Foundation Trusts.

What we do

We are inviting primary and secondary schools, sixth form and further education colleges in England to join the WISDOM Research Network and aim to recruit more than 400 member schools from across the country.



WISDOM
Research Network

NIHR | Oxford Health Biomedical
Research Centre

The WISDOM Research Network partners with mental health researchers conducting research studies, PPI (Patient and Public Involvement) activities and practice evaluations, which from here onwards we refer to as “research activity/activities”. We share information about these research activities with school members via regular newsletters and our website. Schools that have joined the Network can choose to participate in any, or all, of the research activities advertised through the Network.



MHID
Mental Health
in Development

www.wisdomnetwork.org.uk
wisdom.network@psy.ox.ac.uk

We aim to partner with a range of different types of research activities that vary in the degree of school involvement required. Contact details for each WISDOM research activity will be made available so interested schools can get in touch with the research teams directly.

The WISDOM Research Network also aims to provide member schools with evidence-informed resources and networking and professional development opportunities.

The WISDOM Research Network team

Primary school Leads: Professor Lucy Bowes, Dr Tessa Reardon

Secondary school Leads: Professor Mina Fazel, Dr Julia Badger

Postdoctoral Researcher: Dr Zoe Ryan

Research Assistant: Clare Stothart

University of Oxford, Department of Experimental Psychology, Life and Mind Building, South Parks Road, Oxford, OX1 3EL

Website: wisdomnetwork.org.uk

Email: wisdom.network@psy.ox.ac.uk

Which schools can join

The WISDOM Research Network is open to all schools and colleges in England. We are looking for primary and secondary schools, sixth form and further education colleges with pupils aged 4 to 18 years and hope at least 400 schools from different geographic regions in England will join.



If you work across a number of schools that may be interested in joining (e.g. multiple schools in a local authority or Academy Trust), we'd also love to hear from you, so please do get in touch (wisdom.network@psy.ox.ac.uk).

What will WISDOM Research Network membership involve?

Expression of Interest:

Please contact the WISDOM Research Network team at wisdom.network@psy.ox.ac.uk if:

- your school would like to join the WISDOM Research Network AND/OR
- you would like to be kept up to date on Network activities and events AND/OR
- you would like to find out more

If you work with, or across, multiple schools that may want to join, we would also love to hear from you so please do email us and we will arrange a time to talk to you.

School Agreement:

- If your school would like to join the network, the school headteacher (or another nominated member of the school leadership team) will need to complete the 'WISDOM Research Network Memorandum of Understanding for Schools'
- We will ask the headteacher (or nominated alternate) to assign a School Network Lead who will be our main point of contact. You can change the named Lead at any time, we just ask you to let us know. The headteacher (or nominated alternate) will be given a basic information and consent form for the Network Lead to complete. Until the point where the Network lead completes these forms, the headteacher (or nominated alternate) will act as our main point of contact.



- We encourage schools to provide additional points of contact (i.e. an additional Network Lead and a member of the school administration team), however this is optional. Additional consent forms can be provided for the additional Network Lead and/or School Admin to complete upon request.

School Welcome Pack:

- The WISDOM Research Network team will email the School Welcome Pack to the headteacher (or nominated alternate) and the Network lead once we have the school agreement and consent in place.
- The School Welcome Pack contains the latest newsletter, information about resources available on our website and access to the Members Area, a certificate confirming your membership and a copy of our logo for use on your letterhead/email signatures

Engagement with researcher activities:

- Research activities will be detailed in our newsletter and on our website.
- You can pick which research activities you are interested in and contact the research teams directly.
- The research teams will be able to advise you what is required of your school; some research activities are more involved than others.

Research teams will let us know if your school participates in a research activity so we know when to upgrade a school's membership!

[Does my school have to join? Do I have to join?](#)





No. Network membership is voluntary and you can choose whether to join. If the headteacher (or nominated alternate) agrees and completes a Memorandum of Understanding and consent form but then changes their mind, they are free to withdraw the school or themselves from the Network at any time without giving a reason, and without any adverse consequences or penalty, as can the WISDOM Network Lead(s). You can just email us to let us know. We will remove any names and contact details for schools and/or staff who no longer wish to be members of the Network from our records. Schools can formally remove their membership of the Network via an email from the headteacher (or nominated alternate). If the school has engaged in any research, school data will be retained against the research activity (school name, post code, number and type of participant).

How membership to the WISDOM Research Network could benefit your school

Possible Benefits of taking part in research activities

- WISDOM Partnered Research Activities aim to bring benefits for school communities
- Schools receive bespoke feedback or resources from researchers after taking part in research activities.
- Research activities may provide opportunities to address or improve understanding of mental health and wellbeing needs in your local school or training for your staff in conducting research activities
- Schools will have the opportunity to feedback on their experience of being part of the network and inform future network activities

Possible benefits of being part of a large network of schools run by mental health experts



Member schools will:

- Be able to share their **WISDOM Research Network Graded Membership**, e.g. on their school website, school letterhead/email signatures (see “Graded Membership” section for further detail)
- **Receive a termly newsletter**. This will include a list of research activities your school could engage in, information about the WISDOM Research Network and current news on children and young peoples’ mental health and wellbeing. You will also have the opportunity to share your school or Local Authority’s relevant work and initiatives in our newsletter
- Have access to a **Members Area of our website**, with selected evidence-informed information and resources related to youth mental health
- Receive invitations to **Networking/professional development opportunities**, e.g. seminars/webinars on current topics in youth mental health

Graded membership

To recognise contributions to WISDOM Research Network activities, we offer a graded membership.

By becoming a member, your school will be able to display the WISDOM Research Network logo, with your graded membership on your letterhead/email signatures.

The graded membership has 3 levels and is awarded as follows:

- ★ Member status
 - ✿ School is a member of the network
- ★ Active Member status
 - ✿ School is a member of the network AND has participated in a network activity



★ Advanced Member status

- ✿ School is a member of the network AND has engaged in multiple network activities.

We will review school membership status on a termly basis and will issue upgrades to membership via email to the School Network lead. This will include an updated membership certificate and updated logo for your letterhead/email signature.

Data privacy notice

Please see our privacy notice [here](#).

How to raise concerns/make complaints

If you have a concern about any part of this project, please speak to the WISDOM Research Network team (email: wisdom.network@psy.ox.ac.uk) who will do their best to address your concern. The team should acknowledge your concern within 10 working days and give you an indication of how they intend to deal with it.

Ethics and Safeguarding

Research teams who have had their research activity accepted by the WISDOM Research Network have agreed to:

- Seek appropriate ethics approval and have safeguarding procedures in place (where applicable)
- Adhere to the [Framework for School Mental Health Research Network](#)
- Ensure any data is processed in accordance with requirements of data protection law, with appropriate approvals in place (where applicable)





WISDOM
Research Network

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Research Centre

All team members of the WISDOM Research Network have been vetted and received approval through the enhanced Disclosure and Barring Service checking process for working with children.

What next?

Thank you for reading this information. If you work in, or across, schools that may be interested in joining the network or would like to find out more, please email us at

wisdom.network@psy.ox.ac.uk



MHID
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www.wisdomnetwork.org.uk
wisdom.network@psy.ox.ac.uk

MS Forms:

WISDOM Research Network - Expressions of Interest Form - Schools

The University of Oxford and partners are developing an exciting new programme of activities focused on children & young people's mental health and wellbeing.

Thanks to funding from the National Institute for Health Research (NIHR), in December 2022 we established a new theme within the Oxford Health Biomedical Research Centre to carry out this work: **Mental Health in Development**. You can find out more about our plans

here: <https://mhid.org.uk/>.

Within Mental Health in Development, the WISDOM Research Network (<https://wisdom.mhid.org.uk/>) focuses on bringing together primary and secondary schools, sixth form and further education colleges in England and academic researchers to enable high quality mental health research that meets the diverse needs of school communities. Schools that join the Network will benefit from engaging with and learning from, cutting-edge mental health research, alongside opportunities to connect with other schools and help shape future mental health research.

If you are interested in hearing more about the work of the WISDOM Research Network, or if you are from a primary or secondary school, sixth form or further education college in England and would like to join the WISDOM Research Network, please have a look at our Information Sheet (<https://wisdom.mhid.org.uk/wp-content/uploads/sites/4/2024/09/WISDOM-Research-Network-Information-Sheet-for-Schools.pdf>) and complete the form below.

We will store your data securely, as per the University of Oxford's information security policies: <https://www.infosec.ox.ac.uk/guidance-policy>. If you are interested in joining the network as an individual, we will use your data to share information and opportunities about the activities of the WISDOM Research Network. If you are interested in your school joining the network, we will send a link to the Memorandum of Understanding to yourself to pass on to your headteacher (or another nominated member of the school leadership team) for completion, and at this stage, they will need to appoint a WISDOM Research Network lead. This lead will be the main point of contact for our Network. Please see our Privacy Notice (<https://wisdom.mhid.org.uk/for-schools/privacy->

[notice/](#) for further information.

If you have any questions about how your data is stored or the project, please email wisdom.network@psy.ox.ac.uk.

First Name

Last Name

Organisation (options: School, Local Authority, Multi-Academy Trust, Other).

School/organisation name

School/organisation postcode

Role Title or Description

Email Address

How would you describe your role in relation to children & young people's mental health research?

(Please tick all you identify with)

Young Person

Parent, Carer or Family Member

Researcher or Academic

Third Sector Professional

Clinician or Practitioner

Funder or Commissioner

Policy Maker

Educator or Schools Staff

Early Years Practitioner

Other



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Network Interest:

I am interested in joining the Network mailing list for my own personal and professional interest

I am interested in my school joining the Network

I agree that the WISDOM Research Network may store and use my data in line with the University of Oxford information security policies in order to communicate with me about Network activities.



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WISDOM Research Network – Memorandum of Understanding for Schools

Welcome to the WISDOM Research Network school sign-up page.

The WISDOM Research Network aims to bring together primary and secondary schools, sixth form and further education colleges in England and academic researchers to enable high quality mental health research that meets the diverse needs of school communities. Schools that join the network will benefit from engaging with, and learning from, cutting-edge mental health research, alongside opportunities to connect with other schools and help shape future mental health research.

The WISDOM Research Network is part of a wider project called [Mental Health in Development](#) (MHID). MHID is part of the Oxford Health Biomedical Research Centre (BRC), funded by the NIHR and is a partnership with the University of Oxford, alongside the Universities of Birmingham, Reading, Liverpool, Oxford Brookes, and York, and the Oxford Health, Berkshire Healthcare and Birmingham Women’s and Children’s NHS Foundation Trusts.

In advance of completing this Memorandum of Understanding, please ensure you have read the [Information Sheet](#) version 1.2 dated 13.03.2026 which provides comprehensive details about membership involvement.

This Memorandum of Understanding needs to be completed by the school’s Headteacher (or another nominated member of the school leadership team). Please note that as a requirement of joining the network, your school will need to provide a named “WISDOM Research Network School Lead”.



This Memorandum of Understanding will take approximately 3-5 minutes to complete, after which you will be asked to complete a consent form in order to proceed with your membership enrolment.

[Agreement of school membership to network](#)

We would like confirmation of your school agreeing to join the Network. In providing an electronic signature on the form below, you are agreeing to the following terms:

- I agree to the school joining the WISDOM Research Network
- I confirm that I am the Head Teacher or nominated member of the school leadership team
- I understand that my school's Network membership is voluntary and that I am free to withdraw the school from the Network at any time, without giving any reason, and without any adverse consequences or penalty.
- I confirm that I have read and understand the information sheet version 1.2 dated 13.03.2026 for engaging with the WISDOM Research Network. I have had the opportunity to consider the information, ask questions, and have had these answered satisfactorily.
- I understand who will have access to the data provided, how the data will be processed and how long it will be stored.
- I understand that if our school engages in a WISDOM Research Network partnered research activity, the research activity team will inform the WISDOM Research Network of our involvement and, where applicable, the total number of participants recruited in our school.
- I understand how to raise a concern or make a complaint (this information can be found in the Information Sheet for Schools)

Headteacher (or nominated alternate) first name:





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Headteacher (or nominated alternate) last name:

School Name

School Postcode

Electronic signature:

Date:

Do you give permission for your school's name to be used in connection with network activities (which may feature on social media, our website, or our newsletter)? Y/N



MHID
Mental Health
in Development

www.wisdomnetwork.org.uk
wisdom.network@psy.ox.ac.uk

WISDOM Research Network – Information Sheet for Researchers

V1.2 13.03.2026

What is the WISDOM Research Network

The WISDOM Research Network aims to bring together primary and secondary schools, sixth form and further education colleges in England, and academic researchers to enable high quality mental health research that meets the diverse needs of school communities. The WISDOM Research Network is part of a wider project called [Mental Health in Development](#) (MHID). MHID is part of the Oxford Health Biomedical Research Centre (BRC), funded by the NIHR and is a partnership with the University of Oxford, alongside the Universities of Birmingham, Reading, Liverpool, Oxford Brookes, and York, and the Oxford Health, Berkshire Healthcare and Birmingham Women’s and Children’s NHS Foundation Trusts.

What we do

We are building a network of primary and secondary schools, sixth form and further education colleges in England and aim to recruit >400 member schools from a range of geographical locations.

The WISDOM Research Network partners with mental health researchers conducting research studies, PPI (Patient and Public Involvement) activities and practice evaluations, which from here onwards we refer to as “research activity/activities”. We share information about these research activities with school members via regular newsletters and our website. Interested schools can get in touch with research teams directly where they are interested in taking part in an activity.



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Research activities will align and help us achieve our [Mental Health in Development](#) vision and will recruit participants through primary and/or secondary schools, sixth form and further education colleges in England.



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wisdom.network@psy.ox.ac.uk

We plan to partner with research studies, and also PPIE (Patient and Public Involvement and Engagement) activities and practice evaluations.

The WISDOM Research Network team

Primary school Leads: Professor Lucy Bowes, Dr Tessa Reardon

Secondary school Leads: Professor Mina Fazel, Dr Julia Badger

Postdoctoral Researcher: Dr Zoe Ryan

Research Assistant: Clare Stothart

University of Oxford, Department of Experimental Psychology, Life and Mind Building, South Parks Road, Oxford, OX1 3EL

Website: wisdomnetwork.org.uk

Email: wisdom.network@psy.ox.ac.uk

How will the WISDOM Research Network benefit researchers

Research activities accepted by the WISDOM Research Network will benefit from support with school recruitment. This will include advertising in our termly newsletters sent to member schools and on our website. You will be able to use the WISDOM Research Network Logo on any research activity documentation, and also have the opportunity to engage in wider network activities and connect with the WISDOM Research Network community.

What is expected from WISDOM Research Network Partner Activities

Partner activities must:

- Aim to recruit participants through primary and/or secondary schools, sixth form and further education colleges in England
- Align and help us achieve the [Mental Health in Development](#) overall vision

- Demonstrate a benefit for schools and/or participants
- Provide feedback for schools (e.g. share findings, outputs or resources) at a time agreed with the schools
- Have appropriate ethical approval, consent procedures and safeguarding procedures in place (where applicable) before recruitment begins
- Adhere to the [Framework for School Mental Health Research Network](#) where additional ethical approvals are not required
- Ensure any data is processed in accordance with requirements of data protection law, with appropriate approvals in place (where applicable)
- Have a named research activity lead (this cannot be a student).

Consent and ethical considerations:

- Where informed consent is not necessary (e.g. in the case of using aggregated/non-identifiable data in practice evaluation), researchers must ensure the use of best practice when sharing information, obtaining consent/assent, storing and managing data, etc.
- For PPI activities, we ask researchers to follow best practice with regards to consent
- For PPI activities where pupils will be recruited, we ask researchers to carefully consider the ethical considerations of youth involvement (see [NIHR INVOLVE](#)) and encourage attendance of relevant training in PPI
- We ask researchers to consider unequal relationships between researchers and pupils and/or staff and pupils and encourage researchers to take steps to ensure that pupils' choice and autonomy are respected throughout the research study or evaluation

We will consider the following types of activities for partnership:

- Research studies (all study designs are considered). Research studies that are undergraduate or postgraduate research projects will be considered, but the student's supervisor / Principal Investigator must be the named research activity lead.
- Patient and Public Involvement and Engagement Activities
- Practice Evaluations

We ask the named lead for Partner activities to:

- Arrange for the WISDOM Research Network Application Form to be completed
- Complete and sign the WISDOM Research Network Partnership Agreement
- Provide information about the research activity to be included in WISDOM Research Network Newsletters and in other Network communication (e.g. social media, website)
- Comply with the following reporting requirements

Reporting requirements:

- Complete a short survey reporting the involvement of member schools in the Partnered activity and feedback about your use of the Network up to 3 times a year
- Complete a short End of Research Activity report and notify the WISDOM Research Network of any future outputs that result from the partnered activity
- Where applicable, acknowledge the WISDOM Research Network in any output that results from the partnered activity with the following statement: *"This work was supported by the WISDOM Research Network funded by the NIHR Oxford Health Biomedical Research Centre"*
- Notify the WISDOM Research Network of any issues or concerns related to member schools involved in the Partnered activities as soon as possible

How the Research Activity Partnership process works



The Network may also be limited in the number of activities that can be partnered at any one time, and will prioritise the following:

- Research activity from within the University of Oxford, Universities of Birmingham, Reading, Liverpool, Oxford Brookes, and York, and Oxford Health, Berkshire Healthcare, and Birmingham Women’s and Children’s NHS Foundation Trusts
- Research activities must closely align with and help us achieve our vision and objectives of [Mental Health in Development](#)

Data privacy notice

- Please see our privacy notice [here](#).

Network Membership

Anyone named on the application or agreement (i.e. the applicant, Research Activity Lead, second contact, student, collaborator) are all free to withdraw their identifiable contact information from the Network at any time without giving a reason, and without any adverse consequences or penalty. They can do this by emailing the Network team to let us know. We will then remove names and contact details for those who no longer wish to be partnered with the Network from our records. If a school has engaged in the research, a record of the research activity will be retained against their school record.

If you are interested in applying, please email us (wisdom.network@psy.ox.ac.uk) and we will be in touch to guide you through the Application process.

We encourage interested researchers to get in touch as early as possible and before an application for ethical approval is submitted.

WISDOM Research Network Research Activity Partnership Application form

Thank you for your interest in becoming a research partner with the WISDOM Research Network. You can find our Information Sheet version 1.2 dated 13.03.2026 [here](#) which provides comprehensive details about partnering with the Network. Please complete the information below and a member of the Network team will be in contact with you shortly.

Research Activity Contacts

*The named Research Activity Lead (e.g. study PI) will be responsible for the Research Activity and the person who will be asked to sign the Partnership Agreement if the application is successful. The Research Activity lead **cannot** be a student.*

You will also have an opportunity to provide a second named contact (e.g. Research Assistant, Administrator, Project Manager, student) for communications with the WISDOM Research Network team.

Research Activity Lead/Principal Investigator:

- First name
- Last name
- Role
- University Name & Department
- Email address

Second named contact

- First name
- Last name
- Role
- Email address

About the Research Activity

Full title:

Short title (if applicable):

Lead/host organisation:

Is this a student project?: Yes / No

If yes, which Degree Programme: (undergraduate / MSc or MA / DPhil or DClInPsy)

Student name (if not named second contact):

Number of collaborating organisations or partners (academic or non-academic):

Name of collaborating organisation or partner 1 (academic and non-academic):

Role of collaborating organisation or partner 1 (academic and non-academic):

Name of collaborating organisation or partner 2 (academic and non-academic):

Role of collaborating organisation or partner 2 (academic and non-academic):

Funding source:

- Insert details of key organisation(s) funding the research (if departmental funding, please state this)
- Give funding reference number(s) if applicable

Anticipated start date:

Expected data collection end date (i.e. end date of school/participant involvement):

Activity type:

Please select all that apply:

- Research Study (ethical approval is required)
- Patient and Public Involvement and Engagement Activity
- Practice Evaluation
- Other, please give details:

Research Study Design (if applicable):

Please select all that apply

- Feasibility study
- Randomised Controlled Trial

- Observational study
- Longitudinal study
- Experimental study
- Qualitative
- Intervention development or adaptation
- Intervention evaluation
- Other, please specify below

Summary of Research Activity aims and objectives (maximum 300 words)

Free text box

Please tell us how this Research Activity will align and help us achieve our [Mental Health in Development](#) vision (maximum 250 words)

Free text box

Please tell us how this Research Activity will benefit participating schools and/or participants. (maximum 250 words)

Free text box

Please tell us how you plan to share findings, outputs, and/or resources from the Research Activity with schools and/or participants (maximum 100 words)

Free text box

WISDOM Research Network Recruitment Support

Please tell us how you would like us to advertise your research activity (select all that apply)

WISDOM Research Network Newsletters and website

Social Media

Other, please specify

Please tell us about any other ways you hoped we may be able to support with recruitment that you would like to discuss further with us

Free text

Planned Research Activity

School type (please select all that apply)

Primary

Secondary

Other, please specify

Target number of schools:

Please detail any requirements / preferences for geographical location of schools (e.g. anywhere in England, Oxford area only):

Please detail further requirements / preferences for participating schools or classes (e.g. one class per school, only year 7 classes):

Participants (please select all that apply)

Pupils

Teachers

School staff

Other

If you selected other, please give details here:

Age range:

Target number of participants:

Inclusion/Exclusion criteria:

Other participants (e.g. teachers, parents):

Design and methods overview.

Please provide brief description of research design and methods, including

- **description of what schools and participants are asked to do**
- **estimated time involved**
- **whether the activity will involve researchers administering activities in schools**

(maximum 300 words)

Free text

Research Activity regulatory requirements

Does the activity require ethics approval? For either response, please provide additional details below

- Y/N

If you responded yes, please provide the following information:

- Ethical approval reference number

OR

- Expected date for obtaining ethics approval

If you responded no, please explain why ethics approval is not required:

Can you confirm that you have reviewed and considered the [NIHR INCLUDE ethnicity framework?](#)

I agree/I do not agree

Research activity partnership requires confirmation of adhering to the [Framework for School Mental Health Research Network](#), complying with data protection laws and having appropriate safeguarding procedures in place and agreement that these laws and procedures will be followed

I agree/I do not agree

Research Activity Partnership Applicant's Name:

Research Activity Partnership Applicant's Email Address:

Research Activity Partnership Applicant's Signature:

Date:

Thank you for completing the application form. The WISDOM Research Network team will now assess your application, and if it your research activity is suitable to partner with the Network, our Partnership Agreement will be emailed to the Research Lead named on this application. We would appreciate it if you could advise them of this. Many thanks for your interest in partnering with the WISDOM Research Network!

WISDOM Research Network Research Activity Partnership Agreement

Thank you for your interest in becoming a research partner with the WISDOM Research Network. You can find our Information Sheet version 1.2 dated 13.03.2026 [here](#) which provides comprehensive details about partnering with the Network.

Please complete the following information, to confirm that you agree to the terms and conditions of the WISDOM Research Network.

The Partnership Agreement should be completed and signed by the Research Activity Lead (this cannot be a student).

Research Activity Name:

Please indicate "I agree" or "N/A" for each statement below to show your agreement where applicable

- I/we agree to the WISDOM Research Network team sharing information about the research activity via Network communications (e.g. newsletters, website)
- I/we agree to adhere to the [Framework for School Mental Health Research Network](#)
- I/we have appropriate ethical approval for the activity
- I/we have arrangements in place to ensure data is processed in accordance with requirements of data protection law
- I/we have appropriate safeguarding procedures in place
- I/we agree to notify the WISDOM Research Network of any issues or concerns related to member schools involved in Partnered research activities as soon as possible
- I/we agree to provide schools with feedback (e.g. share findings, outputs or resources) at a time agreed with the schools
- I/we agree to complete a short termly survey to report involvement of any member schools in the Partnered research activity
- I/we agree to complete a short End of Research Activity report
- I/we agree to notify the WISDOM Research Network of any future outputs that result from the Partnered research activity
- I/we agree to acknowledge the WISDOM Research Network in any outputs that results from the Partnered research activity where applicable

Research Activity Lead First Name:

Research Activity Lead Last Name:

Signature:

Date:

Thank you for completing the Research Activity Partnership Agreement. A member of the WISDOM Research Network team will be in touch shortly to discuss next steps.

Please don't hesitate to get in touch if you have further questions at wisdom.network@psy.ox.ac.uk

Template for WISDOM Research Application Adverts

Project name:

Who is running the project:

Cost: FREE

Primary/Secondary:

Who is invited to take part:

Where will the research take place:

What will be asked of participants:

How research will benefit schools and participants:

How you can express interest:

Next steps:

Privacy Notice for Schools

For Schools

The WISDOM Research Network brings together primary and secondary schools in England with academic researchers. Working together, we enable high quality mental health research that meets the diverse needs of school communities.

This privacy notice explains how we use the personal data we collect from you when you join the Network, contact us via email/telephone, or give us your contact details for another reason such as wanting to receive communications about the Network or attending an event. The WISDOM Research Network is a project of the University of Oxford, and we adhere to the policies and procedures of the University of Oxford.

What data do we collect?

We may collect the following data:

- Personal identification information such as:
 - Name, email address, role, organisation of anyone expressing interest in finding out more or receiving communications about the Network, or attending an event
 - Name, email address of Headteacher
 - Name, email address, role of two further staff members who will act as key contacts and WISDOM Research Network Leads
 - Name, email address of School Admin
- Name, postcode, and phone number (optional) for the School
- Research activity data including:
 - Name of research activity or project
 - Number and type of participants (pupils/staff/parents or carers) recruited
- Consent for the school's name to be used in connection with Network activities

Data collected for the purposes of any research activities your school engages with will not be collected directly by the WISDOM Research Network other than the research activity data listed above. Any data shared as part of or as a result from research activity is the responsibility of the team conducting the research, and the WISDOM Research Network holds no liability for this.

How do we collect your data?

Your data may be collected by us in the following ways; via:

- Our signup form or a personal conversation at an event
- A personal communication to the Network e.g. an email or telephone call
- Our Expressions of Interest form, either found on our website or used at conferences and events
- Our Memorandum of Understanding
- Our WISDOM Network Lead Forms
- Our WISDOM School Admin Form
- Signing up to attend one of our events
- Our optional Annual Schools Survey
- Termly and End of Research Activity reports completed by researchers (providing school name and post code, number and type of participants of Network member schools participating in their research)

How will we use your data?

We may use your data to get in touch with you via email, telephone or videoconferencing:

- About joining the Network
- During the Network signup process
- To confirm your Network membership, provide your Welcome Pack, and get you set up on the Members Area of our website
- To provide you with updates about Network activities and share opportunities via our termly e-newsletter and emails
- To provide membership support including:
 - help with accessing the Members Area on our website
 - reviewing and upgrading your membership status
 - checking your continued consent to membership and contact
 - communicating with you about opportunities you wish to share with the wider Network
 - sharing amendments to Network policies.
- To help facilitate research you are undertaking
- To request feedback about the Network through our optional Annual Schools Survey

If you have signed up to the General Network membership rather than School Membership, we may use your data to provide you with updates on Network activities and news.

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

Third party processors are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions. Third party processors include REDCap, Microsoft Forms, JiscMail and Nexus 365 OneDriveforBusiness. REDCap and Microsoft Forms are used to collect information, Nexus 365 OneDriveforBusiness is used to store that information and JiscMail for creation and management of mailing lists.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

How will we keep your data safe?

All the information we collect will be kept secure and in confidence, and access to information that could identify individuals or schools will be on a need-to-know basis.

Responses to the Expression of Interest form will be collected through Microsoft Forms or by email/telephone, and will be initially stored on a restricted access folder on a University of Oxford provided storage system (Nexus 365 OneDriveforBusiness). Where an interest is expressed in a school joining the Network, the data will be transferred to the REDCap secure survey platform. Where an interest is expressed in an individual joining the Network, the data will be transferred to another restricted access folder on a University of Oxford provided storage system (Nexus 365 OneDriveforBusiness). The Memorandum of Understanding and WISDOM Network Leads and School Admin forms will be collected and initially stored on the REDCap secure survey platform. Responses will be downloaded from REDCap and stored on a restricted access folder on a University of Oxford provided storage system (Nexus 365 OneDriveforBusiness).

Any data or findings from the WISDOM Network activities that is published will not identify individuals or schools.

Your data will only be accessible to the Network team. We will only share your data with a third party if you have consented e.g. to a venue when attending an event.

What is our lawful basis for processing your data?

Your consent is the lawful basis for processing your data as outlined in the Privacy Notice. We request your consent to opt-in to being contacted by the Network when you complete an Expression of Interest to join the Network or hear more about the work of the Network, at the point of completion of the Memorandum of Understanding giving you member status, and/or at the point of completion of the Headteacher consent forms, WISDOM Network lead and School Admin forms. You have the right to withdraw your consent at any point and relinquish your membership to the Network. We will maintain a record of your removal of consent in a restricted access folder on a University of Oxford provided storage system (Nexus 365 OneDriveforBusiness) for 48 months.

How long will we store your data?

We will store identifiable member school information for 12 months after the conclusion of the network. With permission, photographs may be maintained for use on legacy websites, future network/research activities, etc. Non-identifiable member school information (i.e. school characteristics, engagement with research activities) will be retained for three years after the final publication or public release after the conclusion of the network. If you do not wish to be contacted by us, we will permanently delete your personal data from our database. If we try to contact you by email and receive a Non-Delivery Report or Automatic Reply as you have moved jobs or email address, and the Automatic Reply contains new contact details, we will get in touch to confirm you are happy for your new contact details to be used for the purposes of the Network.

At any time, you have the right to ask us what data we have, how we use it and, if you wish, to withdraw consent and have it permanently deleted from our databases by emailing wisdom.network@psy.ox.ac.uk.

Who is responsible for keeping your data safe?

The WISDOM Research Network team will be the day-to-day handlers of your data. They are based in the Departments of Experimental Psychology, Psychiatry and Education at the University of Oxford. If you have any questions about how your data is being collected, processed, or stored in the first instance [please contact the team](#).

The University of Oxford is the data controller with respect to data we collect a part of Network activities. Further information about your rights with respect to your personal data, and contact details should the WISDOM team not be able to help, is available from the University's Information Compliance website at <https://compliance.admin.ox.ac.uk/individual-rights> or by emailing data.protection@admin.ox.ac.uk.

Privacy policies on other websites and for advertised research activities

Our website contains links to other websites and information regarding research activities you may wish to engage in. Our privacy policy applies only to our website, email/telephone communications, event registration systems, and newsletters.

This Privacy Notice was created on 4 September 2024 and will be reviewed once every 48 months.

Privacy Notice for Researchers

For Researchers

The WISDOM Research Network brings together primary and secondary schools in England with academic researchers. Working together, we enable high quality mental health research that meets the diverse needs of school communities.

This privacy notice explains how we use the personal data we collect from you when you apply to partner your research activity with the Network. The WISDOM Research Network is a project of the University of Oxford, and we adhere to the policies and procedures of the University of Oxford.

What data do we collect?

We may collect the following data:

- Personal identification information such as:
 - Name, email address, role and University name and Department of the Research Activity Lead applying to partner with the network
 - Name, email address and role of a second name Research Activity contact
 - Where applicable, if the Research Activity is a student project, what degree programme it is for and the name of the student
 - Name and role of collaborating organisations or partners

Any data you collect through a research activity you have recruited for using the WISDOM Research Network, other than the research activity data listed above, is your responsibility, and the WISDOM Research Network holds no liability for this.

How do we collect your data?

Your data may be collected by us in the following ways; via:

- Our Application form for Researchers
- A personal communication to the Network e.g. an email or telephone call
- A Research Activity Partnership Agreement

- Our Termly Network Survey for Researchers
- Our End of Research Activity Report for Researchers

How will we use your data?

We may use your data to get in touch with you via email, telephone or videoconferencing:

- About partnering with the Network
- During the Network partnership process
- To confirm your partnering with the Network, provide you with the Network logo for your advertisement
- To agree your Research Activity advertisement for the Network newsletter and website
- To provide partnership support including sharing amendments to Network policies.
- To request information about which Network schools have engaged with your research through our Termly Network Survey for Researchers
- To request feedback about outcomes of the research, any reflections on benefits for schools and what you have shared with schools through our End of Research Activity Report for Researchers

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

Third party processors are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions. Third party processors include REDCap, Microsoft Forms, JiscMail and Nexus 365 OneDriveforBusiness. REDCap and Microsoft Forms are used to collect information, Nexus 365 OneDriveforBusiness is used to store that information and JiscMail for creation and management of mailing lists.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

How will we keep your data safe?

All the information we collect will be kept secure and in confidence, and access to information that could identify individuals or schools will be on a need-to-know basis.

The WISDOM Research Network Application form for Researchers and WISDOM Research Network Research Activity Partnership Agreement will be collected and initially stored on the REDCap secure survey platform. Responses will be downloaded from REDCap and stored on a restricted access folder on a University of Oxford provided storage system (Nexus 365 OneDriveforBusiness).

Any data or findings from the WISDOM Network activities that is published will not identify individuals or schools.

Your data will only be accessible to the Network team. We will only share your data with a third party where you have provided us information and agreement (i.e. in a Research Activity advertisement to be put in our newsletter or on our website).

What is our lawful basis for processing your data?

Legitimate interest is the lawful basis for processing your data as outlined in the Privacy Notice. Processing this data is in the researcher's interest as it facilitates the engagement of researchers with member schools and aids in the completion of the research with minimal risk. The processing of the data also benefits schools as they get the experience of taking part in research and receive benefits from the research and the Network. We request confirmation from the Research Activity Lead that they agree to the terms and conditions of the WISDOM Research Network (as set out in our Information Sheet) in the Research Activity Partnership Agreement. If team members change, identifiable information can be updated in the WISDOM Research Network records, however the original application form record will not be editable. The Research team has the right to remove their research activity from future involvement in the WISDOM Research Network; the record will be deleted from REDCap however the record of the research activity (with no individual researcher names or contact information) will be retained in a file on the University of Oxford provided storage system Nexus 365 OneDriveforBusiness. We will also maintain a record of the removal of the partnership of your research activity with the WISDOM Research Network in a restricted access folder on a University of Oxford provided storage system (Nexus 365 OneDriveforBusiness) for the length of the project. Note that it may not be possible to remove any previous advertisements about the research activity from published newsletters that are already in the public domain.

How long will we store your data?

We will store identifiable researcher information for 12 months after the end of the research activity data collection. At this stage, identifiable information will be deleted from REDCap and deleted from the downloaded record for the research activity on Nexus 365 OneDriveforBusiness. Research activity data (with no individual researcher names or contact information) will be retained in a restricted access folder on a University of Oxford provided storage system (Nexus 365 OneDriveforBusiness) for three years after the final publication or public release after the conclusion of the network. At any time, you have the right to ask us what data we have, how we use it and, if you wish, to have identifiable information permanently deleted from our contact records on our databases by emailing wisdom.network@psy.ox.ac.uk.

Who is responsible for keeping your data safe?

The WISDOM Research Network team will be the day-to-day handlers of your data. They are based in the Departments of Experimental Psychology, Psychiatry and Education at the University of Oxford. If you have any questions about how your data is being collected, processed, or stored in the first instance [please contact the team](#).

The University of Oxford is the data controller with respect to data we collect as part of Network activities. Further information about your rights with respect to your personal data, and contact details should the WISDOM team not be able to help, is available from the University's Information Compliance website at <https://compliance.admin.ox.ac.uk/individual-rights> or by emailing data.protection@admin.ox.ac.uk.

Privacy policies on other websites and for advertised research activities

Our website contains links to other websites and information regarding research activities. Our privacy policy applies only to our website, email/telephone communications, and newsletters.

This Privacy Notice was created on 4 September 2024 and will be reviewed once every 48 months.