

To parents/guardians with
children in grades 4 to 10

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Your ref.:

Bergen
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Inviting school pupils to participate in the survey regarding bullying, friendship and well-being, spring 2019

This is a letter to parents/guardians informing that all students in grades 4 to 10 are invited to participate in a survey about bullying, friendship and well-being at school.

The annual information letter to parents is more comprehensive than in the past. This is due to the new Personal Data Act which came into force on 20th July 2018. Regarding this Act, Norway endorses the EU's privacy protection regulation called the General Data Protection Regulation (GDPR). Among other things, GDPR will strengthen privacy protection regarding personal data processing. For this reason, the annual student surveys have been reviewed by the Data Protection Officer at the Norwegian Centre for Data Research (NSD).

Purpose

The survey is part of the school's efforts to create a safe and good school environment for all pupils at the school in line with Chapter 9A of the Education Act. The survey will provide the school with valuable information about pupils' well-being and safety at school. It will also give an indication of how well the school is succeeding in its anti-bullying work. The data collected will also be used in research on bullying and the school environment, and to further develop the specific measures included in the Olweus programme.

Who is responsible for the research project?

The Norwegian Research Centre AS (NORCE) is responsible for the project and is one of Norway's largest independent research institutes. The project is located in the health department of the company NORCE Helse, and the Regional Centre for Child and Youth Mental Health and Child Welfare (RKBU Vest) is responsible for the implementation of the survey.

RKBU Vest receives annual grants from the Norwegian Directorate of Health and the Norwegian Directorate for Education and Training to conduct research, teaching and the dissemination of knowledge to help promote the mental health of children and young people. Schools are important target groups in the centre's efforts to prevent, expose and deal with bullying and other violations among children and young people.

Why is your child being asked to participate?

Schools that have introduced *The Olweus programme against bullying and antisocial behaviour* receive the opportunity to conduct a survey amongst pupils each year. This applies to approximately 19,000 pupils at 108 primary and lower secondary schools, from 11 counties in the country.

The Olweus programme aims to reduce existing bullying amongst groups of pupils and to prevent future bullying. Work to prevent bullying in schools requires long-term and systematic efforts. An important part of this work is to follow the developments at individual schools through annual surveys that pupils respond to.

What does my child's participation involve?

The survey is conducted during school hours. Pupils typically use computers and respond to an online form, but there is also a paper version for schools that prefer this solution. The time required to conduct the survey depends on pupils' age and reading skills, but most often it takes pupils around 20 to 40 minutes to answer to the questions.

Pupils should *not* provide their own names when answering the survey. When students log on to the survey, they are only asked if they are a girl or a boy, what class they attend and the name of their school.

Pupils receive guidance from their school staff before they start answering the survey. The form contains questions about well-being at school, the number of friends in their class and how often bullying occurs among pupils. There are questions about various types of bullying e.g. the use of bad language and nicknames, excluding fellow pupils from play or other activities, spreading lies, kicking, pushing, fighting and ruining other's possessions. In addition, the survey tries to uncover where on the school's premises these negative actions occur, and whether the pupils have reported the events to parents, teachers, siblings and friends, for example. It is possible to look at the questionnaire used in the survey on RKBU Vest's website. <http://uni.no/nb/uni-helse/rkbuvest/sprreunderskelsen/> The form for 4th grade pupils is shorter than for pupils in grades 5 to 10.

Participation is voluntary

The pupils decide themselves in agreement with their parents/guardians whether they should participate in the survey or not. Parents and guardians can contact the school if they *don't* want their child to take part in the survey. Parents and guardians do not have to explain why a pupil should not take part in the survey. Pupils are also allowed to withdraw from the survey after it has started.

Pupils who do not take part in the survey will usually be asked to do schoolwork during the period when the survey is being conducted. However, individual schools determine how this can be best arranged.

Pupil privacy protection — how we store and use information from the survey

RKBU Vest will only use the information collected from the pupils for the purposes we informed you about in this letter. We process information confidentially and in accordance with privacy protection policy.

Only the project manager and two researchers will have access to background information such as school, grade level and gender regarding the project's analysis work. Research interest does not focus on individual schools, but rather the collected results from many schools. Results from individual schools will not be published. In addition, responses from individual pupils will be anonymized in publications.

Collected data will be stored on a secure server at NORCE AS to prevent unauthorized access. Only the project manager and a researcher have access to this server.

A scrambling key will be created that contains the name of the school. A password-protected file with a scrambling key will be stored on a password-protected memory stick and locked in a filing cabinet at RKBU Vest. The key is hidden and access is granted only to the project manager, a researcher and an administrative employee, all of whom have confidentiality obligations.

The Norwegian Centre for Data Research (NSD) is responsible for collecting data. NSD WebSurvey is a system for collecting interview data via the Internet. Once a school has completed the survey, they can obtain a standardized report via NSD WebSurvey. It is not possible to obtain survey reports for small schools with less than 50 pupils.

What happens to information once it has been collected?

The data collected during the annual surveys will be stored at NORCE AS. The data will be used in the reports provided to schools so that they can monitor developments over a period of time. Research work at RKBU Vest also sees the importance in studying long-term developments in schools introducing the Olweus programme.

Project participant rights

Data protection legislation provides a number of rights to those who participate in surveys (cf. art. 12-22). RKBU Vest is obliged to inform the participants of the project about the processing of personal data and to facilitate so they can exercise their rights:

- obtain access to what type of personal data is recorded about the pupil
- correct personal data about the pupil
- delete personal data about the pupil
- receive a copy of the personal data about the pupil
- submit a complaint to the data protection officer or The Norwegian Data Protection Authority regarding the processing of personal data

The rights apply for as long as the personal data is being processed and when it is possible to securely identify the recorded pupil. Pupils are *not* recorded with directly identifiable information such as name or identification number in this project. *Only* background information such as school name, grade level and gender is recorded. Therefore, this means that in most cases it will not be possible to identify answers from individual pupils.

However, in those cases where it proves possible to identify an individual pupil's answer, we will be helpful in fulfilling the rights mentioned above.

What gives us the right to process personal data about your child?

On behalf of NORCE AS, NSD — the Norwegian Centre for Data Research AS has assessed that the processing of personal data in this project complies with privacy data policy.

Would you like more information?

For further information, contact:

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Yours sincerely



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