

DATA PROTECTION POLICY:

We would like to emphasise that any information you may supply will be treated in the strictest confidence.

This study has the official approval of the UCD Research Ethics Committee and conforms to the UCD Ethics Code of Good Practice

(http://www.ucd.ie/research/ethics/UCD_ethics_code_of_good_practice.htm).

Use of data:

Information regarding examination results and rates of progression to third level is particularly sensitive. The information will only be used in a commissioned research report and in purely academic work. No attempt will be made to “rank” schools nor will the names or addresses of schools appear in any written research. Questions relating to examination results and progression rates to third level have been asked using banded answers (e.g. <10%, 11%-20%, etc.) rather than requesting exact figures. Schools will not be identified under any circumstances.

Security and Storage of data:

Each school has been assigned a number using a coding system. In the very unlikely event that the return envelope goes missing in the postal system, there is no information in the survey that would identify your school.

Once the data have been inputted onto computer, hardcopies of returned surveys will be shredded. The school’s name will not appear in the electronic files, instead a coding system will be used to preserve anonymity of the school. The key to the code will not be held on the same computer as the survey data. No one outside of UCD will have access to the information. Once the research project has been finished, the collected data will be held in password protected electronic files at the UCD New ERA programme office.

If you have any concerns regarding confidentiality, please contact Patricia O’ Reilly, (tel: 01 716 4626) who will be more than happy to discuss this issue with you.