

# Privacy notice for Schools: National Tutoring Programme Tuition Partners - Reach and Engagement Randomised Controlled Trial

## 1. Why are you receiving this privacy notice?

The Education Endowment Foundation (EEF) has commissioned a number of tuition providers to deliver the National Tutoring Programme (NTP), one pillar of which is the Tuition Partners (TP) programme. The TP programme provides subsidised tuition to supplement high-quality classroom teaching as a way of supporting children's learning in response to the Covid-19 pandemic. The focus is on supporting disadvantaged pupils, including those eligible for Pupil Premium.

The EEF has commissioned the National Foundation for Educational Research (NFER) to run a Randomised Controlled Trial (RCT) with the Tuition Partner *EM TUTION* to explore how schools are recruited to the TP programme. The study aims to provide evidence about if and how schools sign up to TP, their motivations, and the best ways to engage schools in catch-up programmes. This study is a separate strand of the EEF commissioned overarching evaluation of the TP programme in which NFER and research partners are exploring the impact of the programme on outcomes for disadvantaged pupils.

You are receiving this privacy notice because you have been sent an email from EM TUTION, inviting your school to take part in the TP programme (i.e. for pupils at your school to be provided with catch-up tuition provided by EM tuition). As part of this recruitment study, your personal data will be used to explore the effectiveness of different ways of engaging schools in the TP programme.

This privacy notice only covers this recruitment RCT. EM TUTION's processing of personal data for delivery of tuition purposes and the overarching evaluation of the TP programme are covered by other privacy material, which you will receive should you choose to take part in TP.

Note, if you choose to withdraw from the processing of your personal data for this recruitment RCT, it does not have any effect on your school's participation in the TP programme and access to tutoring for your pupils.

## 2. Who is responsible for deciding how your information is processed?

NFER and EM TUTION are joint data controllers for the RCT and decide how and what data will be collected and used.

### 3. How is personal data being collected?

EM tuition obtained a list of schools who had expressed an interest in participating in the TP programme via the NTP website<sup>1</sup>. EM Tuition added the details of other schools in the areas they work<sup>2</sup> from publicly available information on the Government's website 'Get information about schools' and schools' own websites.

EM Tuition will share data about replies to the recruitment email, signed MoUs and motivation for signing MoUs with NFER.

NFER will also collect further personal data from the key contact in a sample of schools via telephone interviews or an emailed proforma.

### 4. What do we do with the information about you?

EM Tuition will use the following personal data in order to send you information about the TP programme tutoring support:

- Your name/headteacher's name
- Role
- Email address/headteacher's email address.

EM Tuition will also collect your school name and school postcode – so that data can be analysed at the school level. EM Tuition will share the following personal data with NFER about replies to the recruitment email to enable analysis of different recruitment approaches:

- key contact names, roles and email addresses
- email bounce backs
- whether or not anyone from the school has responded and when
- whether or not anyone from the school expresses firm interest in the tutoring support
- whether or not any contacts at the school have signed a Memorandum of Understanding (MoU) to receive pupil tuition through the programme
- date of MoU sign-up
- motivations for signing a MoU.

NFER will invite the key contact in a sample of schools to take part in a short telephone interview or to answer brief questions in an emailed proforma to find out more about the effectiveness of the recruitment messaging. Recipients are at liberty to accept or decline the invitation to participate in an interview or complete the proforma. Where school staff agree to participate in an interview or complete the proforma, personal data will be gathered including views on, for example: the recruitment email, motivations for signing up to TP or not, what else they know about TP, and suggestions for improving recruitment information.

If you do not want your details (name, role and email address) to be shared with NFER for the purposes of identifying a sample of schools to approach for telephone interviews, you can withdraw from this data processing as set out in section 9 below. School-level data on responses to the recruitment email will still be analysed by NFER.

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<sup>1</sup> When respondents expressed interest in participating in the programme via the NTP website they were asked to confirm that they agreed to their data being shared for the purposes of the NTP programme with the EEF and with an approved list of Tuition Partners. EM Tuition is identified on the approved list of tuition partners.

<sup>2</sup> EM Tuition primarily work in Hertfordshire, Essex and North London. They also provide tuition in the East of England, Suffolk and other areas of London.

## 5. What is the legal basis for these activities?

The legal basis for processing personal data for this RCT is covered by:

GDPR Article 6 (1) (f) which states that ‘processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of the personal data’.

We have carried out a legitimate interest assessment, which demonstrates that the RCT fulfils NFER’s and EM Tuition’s core business purposes; undertaking research, evaluation and information activities in the case of NFER, and to enable and inform recruitment to tutoring services in the case of EM Tuition. It has broader societal benefits and will contribute to improving the lives of learners by providing evidence about the best ways to engage schools in catch-up programmes to support their pupils.

Personal data is required to meet the research aims but processing does not override the data subject’s interests.

You have the right to object to this processing if you wish, please see who to contact in Section 9 below.

## 6. Who will the personal data be shared with?

**No individual or school will be named in any report for this project.** One month after the publication of the evaluation report, de-identified data (no individual’s names, contact details or job roles) and analysis code will be submitted to the UK Data Archive for storage, as part of transparent analysis and reporting of RCTs. The data will include the school name. No individuals will be identifiable in the dataset.

School contacts’ personal data will be shared between EM Tuition and NFER. All data will be shared via secure portal and will be held securely.

## 7. How is the security of your data maintained?

NFER and EM Tuition have put in place appropriate measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those who have a business need to know. Any data shared between EM Tuition and NFER will be via secure medium.

## 8. How long will personal data be retained?

NFER will securely delete any personal data relating to this study within one year after the publication of the final report for the RCT (publication is currently expected to be April 2021). EM Tuition will delete any personal data relating solely to this RCT at the end of the recruitment exercise (currently expected to finish in April 2021). Personal data collected for delivering the TP programme and tuition will be kept longer and is covered by a separate privacy notice which you will receive should your school sign up to the TP programme.

## 9. Can I stop my personal data being used?

NFER and EM Tuition handle your personal data in accordance with the rights given to individuals under data protection legislation. You can withdraw from the data processing set out here at any time. Should you not wish your personal data to be processed as set out here, NFER and EM Tuition will still use the data you have provided up to that point unless you indicate otherwise.

Under data protection legislation, you have the right:

- to request access to information that we hold about you (subject access request)
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you do not wish EM Tuition to share your personal data with NFER for this recruitment RCT, please contact Helen Georgiou at EM Tuition by email at [ntp@emtuition.org.uk](mailto:ntp@emtuition.org.uk). This will not affect your participation in the TP programme in any way, should you wish to take it up. School-level data on responses to the recruitment email will still be analysed by NFER.

If at any time you wish us to withdraw your data or correct errors in it, please contact NFER at [EngagementRCT@nfer.ac.uk](mailto:EngagementRCT@nfer.ac.uk).

If you wish to make a subject access request, restrict or object to processing, please contact our [Compliance Officer](#).

## 10. Who can I contact about this project?

NFER is responsible for running the RCT. If you have any queries about the trial, please contact [EngagementRCT@nfer.ac.uk](mailto:EngagementRCT@nfer.ac.uk). EM Tuition is responsible for the delivery of the TP programme, if you have any queries about tuition for pupils please contact [ntp@emtuition.org.uk](mailto:ntp@emtuition.org.uk).

If you have concerns about the way this project processes personal data, we request that you raise your concern with NFER in the first instance by contacting our Compliance Officer at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

If you remain dissatisfied, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <https://ico.org.uk/concerns/>.

## 11. Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.

The privacy notice was last updated in early May 2021 with details of an emailed proforma as an additional method of gathering respondents' views.