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Privacy notice for senior leaders responding to the survey and/or participating in interviews. Evaluation of the National Tutoring Programme and the future of tutoring in all schools

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1 Why are we collecting this data?

Since 2020/21, the National Tutoring Programme (NTP) has been an important part of the Government's Covid-19 recovery response, providing schools with funding to spend on targeted tuition support for pupils who have been hit hardest by the disruption caused by the pandemic. Information about the NTP and its tutoring routes can be found [here](#).

The Department for Education (DfE) has asked the National Foundation for Educational Research (NFER) to carry out research about how schools have used the NTP over its lifespan, from 2020/21 to 2023/24, and plans for future tutoring in schools (regardless of whether schools have participated in the NTP or not). The research focuses on schools which have participated in the NTP at any point since its inception in 2020/21, as well as schools which have not participated in the NTP at all. It includes an online survey and telephone/online interviews with senior leaders in primary, secondary and special schools in England. The findings will inform policy on the future of tutoring.

This privacy notice provides information about how personal data will be collected and processed for these elements of the research.

2 Who is this project sponsored and funded by?

The DfE has commissioned the NFER to carry out this research.

The DfE is the data controller for any personal information used for this research. They have determined the means and purpose of the processing of personal data in the research. The NFER is a data processor; it only follows the instructions of DfE when processing personal data.

3 What is the legal basis for processing activities?

DfE is the data controller and have commissioned the NFER to process the data for the research as it is necessary for the performance of a task carried out in public interest vested in the DfE (article 6 1 e).

The statutory basis for these tasks are set out in:

- S.10 The Education Act 1996: The Secretary of State shall promote the education of the people of England and Wales.

4 How will personal data be obtained?

NFER will use publicly available school email addresses that we hold on our systems to contact all schools in England to invite a senior leader to complete an online survey. School-level Census Data from 2022/23 will be used to provide details of which schools participated and did not participate in the NTP in the 2022/23 academic year to inform our reminder strategy. All personal data will be collected directly from the senior leader completing the survey.

We hope to recruit sufficient number of senior leaders to participate in a follow up interview, if this is not successful, we will again use the publicly available school email address to recruit participants.

5 What personal data is being collected?

The surveys and interviews will collect information from school senior leaders about how their school has implemented the NTP between 2020/21 and 2023/34, their own perceptions of the programme and perceived impact of NTP and other interventions on students' education recovery. Non-participating schools will be asked about reasons for not participating in the NTP and other alternative interventions.

The name and email address will be collected for all survey respondents who wish to be entered into the prize draw to win one of five £200 Amazon vouchers or National Book Tokens for their school and/or who agree to be contacted about a subsequent interview.

Using the email address provided via the survey, senior leaders will be invited to take part in an interview. If they agree, telephone numbers will be collected from those who wish to be interviewed by telephone. Using email addresses provided by interview participants, they will be sent a £50 Amazon Voucher or National Book Token for their school.

6 Who will personal data be shared with?

No individuals or schools will be named in any report for this project.

No school staff data will be shared with the organisations responsible for the delivery of the NTP.

NFER will use a number of tools to support data collection as part of the research:

The online survey will use Questback; Questback's privacy statement can be found at <https://www.questback.com/data-privacy/>

Zoom or Microsoft Teams may be used for interviews instead of the telephone. Privacy notices for Zoom and Microsoft Teams can be found at <https://explore.zoom.us/docs/en-us/privacy.html> and <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>.

7 Is personal data being transferred outside of the European Economic Areas (EEA)?

No personal data collected by the NFER is being transferred outside of the EEA.

8 How long will personal data be retained?

Personal data such as contact details will only be kept as long as they are required for the specific purpose for which they were collected. Survey data and interview recording will be deleted as soon as pseudo-anonymised datasets or written transcripts have been produced.

Any other personal data will be stored for six months following the publication of the final research report (estimated summer 2024), then securely deleted.

9 How is the security of your data maintained?

NFER has measures in place to prevent personal data being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. NFER limits access to personal data to staff members who have a business need to see it.

NFER has been certified to ISO 27001 (GB17/872763) the international standard for information security and holds Cyber Essentials Plus. NFER operates Microsoft Windows Operating Systems and industry standard enterprise software such as databases and email, all managed to recognised industry standards with a full patching regime. All NFER laptops and mobile storage devices are encrypted and accessed with PIN-codes and strong passwords. Annual penetration tests are carried out by a CHECK-accredited supplier and remediation undertaken. We use a replicated disaster recovery service (RDRS) which allows the business to continue to operate in the event of failure.

10 What rights do I have over my personal data?

Participants can withdraw from their data being processed at any time during the research. The DfE and NFER appreciate support from schools and staff in collecting this data since it is very important for the validity of the results. Should you withdraw, the NFER will still use the data that the school has 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 restrict our processing of pupil's personal data (for example, permitting its storage but no further 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 the pupil.

If at any time you wish us to withdraw your data from the research or correct errors in it, please contact NTP@nfer.ac.uk.

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer compliance@nfer.ac.uk.

11 Who can I contact about this project?

The NFER is responsible for the day-to-day management of this project. Please contact NTP@nfer.ac.uk with any queries.

DfE determines the purposes and means of processing personal data as part of this project. Please see the DfE's [Personal Information Charter](#) for further information and contact details for their Data Protection Officer.

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or DfE in the first instance (see the details above). 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/>.

12 Updates

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