

## Evaluation of Children’s University Privacy notice for parents

### 1 Why are we collecting this data?

Children’s University (CU) is an after-school programme that aims to involve primary school children in learning activities beyond the normal school day. The objective of the programme is to improve their aspirations and learning outcomes, by encouraging, tracking and celebrating their participation. The programme is run by local Children’s Universities. They support schools to provide a range of learning opportunities, such as after-school clubs, projects and enrichment activities, and collaborate with local destinations and learning providers, such as libraries, sports clubs, historic centres and museums, to offer structured learning activities for children.

The National Foundation for Educational Research (NFER) and Children’s University Trust are collecting personal data to enable the evaluation of the Children’s University programme, using a randomised controlled trial (RCT). The RCT requires that schools taking part in this research are randomly allocated to an intervention group (pupils participate in Children’s University) or a control group (pupils continue their usual activities). The allocation of participating schools to the two groups allows researchers to understand the difference the Children’s University programme has made. Researchers will measure the impact of the programme on pupils’ reading and maths skills, on their attitudes such as confidence, self-belief and motivation to learn, and on a range of essential skills.

The Education Endowment Foundation (EEF) is commissioning this independent evaluation. Children’s University Trust along with the local Children’s Universities is overseeing the recruitment of schools and the delivery of the CU programme. NFER is the independent evaluator.

Children’s University Trust and NFER will decide what happens to your child’s data as part of the evaluation in accordance with its objectives as set by the Department of Education (DfE) and EEF, and as outlined in this document. Children’s University Trust and NFER are joint data controllers for this project. They will collect, analyse and delete (at the end of the trial) your child’s data. Each local Children’s University will participate in the collection of data.

The CU programme and its evaluation is one of a number of activities under the DfE’s Accelerator Fund which aims to support schools and pupils to recover from the Covid-19 pandemic. The DfE and EEF are joint data controllers who have overarching responsibility for the projects funded by the Accelerator Fund.

## 2 What is the legal basis for processing activities?

The legal basis for processing your child’s data for the evaluation of the CU programme is covered by GDPR Article 6 (1) (f), which states:

*Legitimate interests: the processing is necessary for your (or a third party’s) legitimate interests unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.*

A legitimate interest assessment has been undertaken. The evaluation fulfils one of NFER’s core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and it provides evidence about the impact of extra-curricular activities on children’s lives. It is also in the legitimate interests of the Children’s University Trust as the outcomes will be used to improve its activities. It is therefore in both organisations’ legitimate interest to process and analyse personal data for the administration of this trial. The research cannot be done without processing personal data but processing does not override the data subject’s interests.

## 3 How will personal data be obtained?

### **Pupils’ data**

When schools commit to participating in the trial, they are contacted by NFER, asking them to distribute parent information letters and withdrawal forms to all parents. The schools will then provide pupil data to NFER via a secure online portal. The data will be for **all** pupils enrolled in Year 4 in 2020/21 (where parents have not withdrawn their child, by completing the withdrawal form). These pupils will constitute the trial cohort.

In the autumn term 2021, all trial pupils and their parents will be asked to express their interest in taking part in the CU programme (if their school is randomly allocated to receive the intervention). Trial pupils will be asked to complete a baseline questionnaire and their parents will be asked to complete an expression of interest (EoI) form. Parents and pupils’ responses will be matched to determine whether pupils are eligible volunteers or non-volunteers based on their willingness to take part in CU activities. Schools will then be randomly allocated to intervention and control groups.

NFER will get back in touch with schools randomised to the intervention group and with Children’s University Trust, to share the list of pupils that are eligible volunteers (according to their and their parents’ preferences in the questionnaire and EoI) and of pupils that did not volunteer to take part in CU activities (i.e., the non-volunteers). This means that data for all Year 4 trial pupils whose parents did not withdraw initially will be shared with Children’s University Trust, whether they are a volunteer or non-volunteer for CU activities.

Children’s University Trust will then upload trial pupils’ (volunteers and non-volunteers) information on the CU Online platform by creating pupil accounts. This will enable pupils (and parents) in the intervention group to use the platform to log the CU activities they take part in. At the end of the

intervention period, Children’s University Trust will transfer this information from the CU online platform to NFER via a secure online portal.

For all trial pupils (volunteers and non-volunteers), in addition to data collected directly from school, NFER will also share pupil names, date of birth and UPNs with the Department for Education (DfE) to enable them to match with National Pupil Database (NPD).

In summer 2023, NFER’s test administrators will administer a follow-up questionnaire to pupils in both the intervention and control group, when they are in Year 6.

NFER will carry out light-touch case-study visits in six intervention schools. During the visits, a small number of pupils will be invited to take part in short discussion groups about their experiences of Children’s University activities.

### **Data transfer**

NFER uses a secure online portal to collect data electronically. The pupil questionnaires (completed on paper) will be returned to NFER using a secure courier. Parent Expressions of Interest will be submitted through an online form, on a secure platform, or will be returned to NFER using a secure courier (if completed on paper).

## **4 What personal data is being collected by this project?**

NFER will collect the following personal data about **all pupils enrolled in Year 4 in 2020/21**, directly from the school:

- names
- date of birth
- Unique Pupil Number (UPN)
- Year Group
- Class Name

NFER will collect the following personal data about **all pupils enrolled in Year 4 in 2020/21 and in Year 6 in 2022/23**, through the **pupil questionnaire**:

- amount and types of extra-curricular activities pupil usually take part in
- pupil’s willingness to take part in CU programme activities
- pupil’s self-esteem, problem-solving and empathy
- pupil’s participation in home and school life; valuing of school; and learning strategies
- pupil’s goals and future aspirations
- pupil’s essential skills (problem solving and communication).

Children’s University Trust will upload the following personal data about **each pupil taking part in Children’s University** through the **CU Online** platform:

- names
- date of birth
- Unique Pupil Number (UPN)
- Year group
- School details

Pupils (and parents) in the intervention group will use the CU online platform to log the CU activities they take part in. This will include the following personal data:

- number and range of CU activities taken part in, and hours spent
- certificates and levels of graduation, i.e. Bronze, Silver or Gold level at Undergraduate, Postgraduate or Doctorate levels

NFER will collect the following personal data for **all pupils in the trial cohort** from the **National Pupil Database (NPD)**:

- Free school meals (FSM) eligibility
- Key Stage 1 maths and reading results (KS1, academic year 2018-19)
- Key Stage 2 maths and reading results (KS2, academic year 2022-23).

## 5 Who will personal data be shared with?

Intervention schools' pupil data (administrative pupil data and data from CU online platform) will be shared between NFER and Children's University Trust, using NFER's secure data portal. Local Children's Universities will also have access to the CU online platform.

NFER will share trial pupils' names, dates of birth and UPNs with the NPD team in order to access and analyse pupil NPD data (this includes looking at pupil FSM eligibility, their KS1 and KS2 attainment outcomes). This will be done using a secure email system, and the data will be encrypted and saved to secure servers (also see section 4, above). DfE's NPD team will match this to NPD data and transfer the matched de-identified dataset to the SRS for analysis. SRS is the Secure Research Service hosted by the Office for National Statistics (ONS).

NFER will not share any NPD data with Children's University Trust.

In summer term 2023, NFER will send an anonymous summary feedback report to each school (at school and individual class-level). The feedback will be based on pupils' responses to the baseline and follow-up pupil questionnaires. Responses will be summarised when there are at least ten pupils in a given group. The summary report will include average scores, accompanied by charts where appropriate. The feedback will also include summary responses for all participating schools so teachers can have a benchmark for comparison.

After three months from the completion of the study, all of the de-identified matched data will be added to the EEF archive. The EEF archive is hosted by the ONS and managed by the EEF archive

manager. This data is archived to allow for further research. At this point, EEF also become responsible for the data and are joint data controllers.

Other research teams may use the de-identified data as part of subsequent research through the ONS Approved Researcher Scheme<sup>1</sup>. The Approved Researcher Scheme is used by the ONS to grant secure access to data that cannot be published openly, for statistical research purposes, as permitted by the Statistics and Registration Service Act 2007 (SRSA).

**No parent or child will be named in any report for this project.**

## 6 Is personal data being transferred to third countries?

No personal data is stored or transferred to third countries.

## 7 How long will personal data be retained?

Data is not kept longer than is necessary and is deleted in accordance with NFER's and Children's University Trust's internal policy.

NFER and Children's University Trust will delete any personal data relating to the delivery of the trial and its evaluation one year from the publication of the final report (due for publication in 2024). If children and schools choose to continue to be part of Children's University beyond the trial, data entered into the Children's University Online will continue to be stored and processed there. Once NFER and Children's University Trust delete the data relating to the delivery of the trial and its evaluation, EEF will be data controller for the archived data.

## 8 Can I stop my personal data being used?

A pupil can be withdrawn from the trial and/or from their data being used in the trial at any time. Parents will be provided with a parent letter about the project which will explain how their child's data will be collected, used and how they can withdraw from data collection and processing.

NFER appreciates parents' and participants' support in collecting the data since it is very important for the validity of the results. Should your school withdraw from the evaluation (i.e. decide not to engage in Children's University if in the intervention group, or complete intervention or control pupil questionnaires), NFER will still use the evaluation data provided up to that point and access NPD data for the school unless you indicate otherwise.

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<sup>1</sup> <https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/approvedresearcherscheme>

NFER handles personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your child's data or correct errors in it, please contact [CUtrial@nfer.ac.uk](mailto:CUtrial@nfer.ac.uk).

In certain circumstances, you have the right to restrict or object to processing. You also have the right to make a subject access request to see all the information held about your child. NFER and Children's University Trust will cooperate fully when a subject access request (SAR) is made. To exercise these rights, please contact NFER's Compliance Officer at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk) or the CEO and Director of Partnerships at the Children's University Trust: [helen.odonnell@childrensuniversity.co.uk](mailto:helen.odonnell@childrensuniversity.co.uk).

## 9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the trial. If you have any queries please contact [CUtrial@nfer.ac.uk](mailto:CUtrial@nfer.ac.uk) or call 01753 637429.

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or Children's University Trust 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/>.

## 10 Last updated

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.

This version was last updated on July 1, 2022 and includes an update on the funding arrangement to be within EEF's Accelerator Fund. This update also clarifies further information on how the volunteer and non-volunteer pupil data sharing takes place within the evaluation.

Previous updates:

- 5 August 2021 - includes the removal of pupil gender from the personal data that is being collected.
- 17 May 2021 - reflected a change of timeline of when pupils and parents will be asked to express their interest; additional clarity about how pupil data will be uploaded on the CU Online platform and updated NFER contact information.
- 30 October 2020 - reflected changes to the trial caused by Covid-19 where the evaluation was delayed by one academic year.