



.....

Using examples to teach grammar to Year 7 (Cognitive Science Teacher Choices Trial) School and Teacher Privacy Notice

.....

1 Why are we collecting this data?

The Education Endowment Foundation (EEF) has commissioned the National Foundation for Educational Research (NFER) to undertake a randomised controlled trial (RCT) in their 'Teacher Choices' programme. 'Teacher Choices' trials explore the everyday choices teachers make when planning lessons and supporting pupils. The aim of Teacher Choices research is to investigate the impact of these different day-to-day pedagogical practices on pupil learning and to generate evidence that can be readily applied by teachers in the classroom. This is a new and developing strand of EEF projects.

This 'Teacher Choices' project is about using cognitive science approaches in the classroom. It compares different ways to use examples in teaching grammar patterns which support writing, in Year 7 English. The trial will compare three different approaches to using examples in short lesson segments in English classes to determine which one is most effective. This document outlines how the personal data of school staff will be collected and processed during this trial.

The trial also collects and analyses pupil data. For information about how it is processed please see the privacy notice covering pupil data [here](#).

NFER decides what happens to personal data as part of the trial, as outlined in this document, and is the Data Controller. NFER is working in partnership with the University of Exeter and with the University of Birkbeck and University College London (UCL) through their Centre for Educational Neuroscience. The University of Exeter is a data processor of personal data from school staff but not pupils. The University of Birkbeck and UCL will not see personal data and have no data protection role.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by GDPR Article 6 (1) (f):

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.

We have carried out a legitimate interest assessment, which demonstrates that the RCT fulfils one of the NFER's core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving classroom practice. The trial cannot be done without processing personal data, but NFER ensures that your rights (see section 9 for further information) are protected at all times.



3 How will personal data be obtained?

Personal data will be collected directly from participating schools.

NFER will use an online survey via Questback to share the memorandum of understanding for schools (MoU) to sign-up to the trial.

Further personal data about teachers will be collected throughout the trial, including through online surveys (using Questback), observations, and interviews (see section 4 for full details). Some of these activities will be carried out in person by NFER researchers visiting schools or remotely (using video conferencing tools). Interviews with teachers will be audio recorded with agreement from the participant.

4 What personal data is being collected by this project?

During the project, we will collect the following personal data for teachers involved in the trial.

As part of the sign-up process, NFER will collect the following data from headteachers and the nominated trial lead:

- name
- contact details
- job role.

NFER will collect the following data for teachers participating in the trial:

- name
- contact details
- job role
- gender
- degree subject
- number of years' teaching experience
- working pattern (% full time equivalent)
- main teaching subject
- activity records (for example, recording how many times and when they used the approaches to teaching grammar)
- current classroom practice and confidence in teaching grammar
- attitudes and views about the grammar approach and about the trial
- views about the trial materials.

The University of Exeter will ask a small number of teachers to review the trial materials in advance, collecting information about their views on these.

5 Who will personal data be shared with?

No individual will be named in any report arising from this work.



NFER uses Questback to provide online surveys. See https://www.questback.com/assets/uploads/Survey_Privacy_Policy.pdf for further information.

Microsoft Teams or Zoom may be used for interviews which cannot be undertaken in person. Privacy notices for both online communication tools are available:

Microsoft Teams – <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>

Zoom - <https://explore.zoom.us/en/privacy/>

NFER may share personal details from selected teachers with their partner the University of Exeter so they can informally trial materials with teachers/schools. NFER will not share any teacher data with the University of Birkbeck or UCL.

EEF will receive pseudonymised data as part of the archiving process (see below for details).

Specific variables from the teacher surveys that will be included in the moderation analysis will also be linked to the pupil-level dataset. The full dataset of pseudonymised¹ pupil and teacher data will be archived. During the archiving process, the dataset will be matched with other information from the National Pupil Database (NPD) and shared with the DfE, the EEF, the EEF’s archive manager, the Office for National Statistics (ONS) and potentially other research teams. Further matching to NPD and other administrative data may take place during subsequent research.

At the point of archiving, EEF will have the data controller responsibilities for the archived data. Please see EEF’s privacy notice for more information on how EEF processes and will use your pseudonymised data: <https://educationendowmentfoundation.org.uk/projects-and-evaluation/evaluation/evaluation-guidance-and-resources/archiving-evaluation-data>

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

NFER will not transfer data outside of the EEA.

If communications between schools are conducted by video conference software (Microsoft Teams or Zoom), the software provider may transfer data outside the EEA. However, this is safeguarded by use of the appropriate standard contractual safeguards.

7 How long will personal data be retained?

Audio recordings from teacher interviews will be transcribed and deleted within one month of the interview date.

¹ Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual.



All other personal data will be deleted within one year of publication of the final report of the Using examples to teach grammar to Year 7 (Cognitive Science Teacher Choices Trial), currently expected to be spring 2025.

8 How is the security of my data maintained?

NFER 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. NFER has been certified to ISO / IEC 27001 2013 (GB17/872763), the international standard for information security and holds Cyber Essentials Plus (details available on request). 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. Any personal data which is shared with us is transferred using our secure portal and is encrypted in transit (HTTPS and TLS 1.2).

9 Can I stop my personal data being used?

School staff can withdraw from the project and/or from their data being used in the project at any time until 1 September 2024, at which point the data will have been pseudonymised and analysed, by contacting NFER at teacherchoices@nfer.ac.uk.

However, the NFER appreciates schools' and participants' support in collecting the data since it is very important for the validity of the results. If your school/you withdraw from the research, unless otherwise instructed, we will use any data we have collected up to that point in our analysis.

Under certain circumstances, 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 your 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 you.

To exercise these rights, please contact our Compliance Officer, compliance@nfer.ac.uk



10 Who can I contact about this project?

NFER is responsible for the day-to-day management of the trial. If you have any queries about the trial, please contact Sarah Millar by email at teacherchoices@nfer.ac.uk.

If you have a concern about the way this project processes personal data, we request that you raise your concern with us in the first instance (see the details above). If you are still 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. We recommend that you revisit this information from time to time. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.