

School Survey on Inclusion and Belonging (Pilot)

Privacy Notice for School Staff

1 Why are we collecting this data?

The Department for Education (DfE) has commissioned the National Foundation for Educational Research (NFER) to conduct a piece of research exploring current practice to support inclusion and belonging among pupils, including for pupils with SEND. The research aims to understand how widespread these practices currently are in primary and secondary schools in England.

The results will be used to inform government policy and ensure resources are targeted appropriately to achieve the goals of the Government's Opportunity Mission. The Government's Opportunity Mission aims to break the link between a child's background and their future success. One way they hope to achieve this is to help every child to achieve and thrive at school so that they develop the knowledge and skills they need for life. Improving pupils' sense of inclusion and belonging is an important part of how the government aims to help children achieve and thrive.

This initial pilot study will test the feasibility of conducting a national survey. The findings this pilot will inform the evaluation and survey design of the national survey.

DfE is the data controller and will make decisions about how and what personal data about school staff is used for the research. NFER will process data to deliver the project.

This privacy notice covers the survey development and piloting. A separate privacy notice will be available for the main survey.

2 What is the legal basis for processing activities?

To process this personal data, our legal reason for collecting or processing this data is:

Article 6 (1) (e): it is necessary to perform a public task (to carry out a public function or exercise powers set out in law, or to perform a specific task in the public interest that is set out in law).

NFER has been instructed by DfE to process this data in order perform a public task as part of its function as a department of government.

3 How will personal data be obtained?

We will use publicly available contact details to approach schools to participate in the survey. Schools will then be asked to nominate a staff member to participate. Additional personal data will be collected directly from participating schools using MS forms, and online surveys administered using Tivian.

Remote interviews (see section 4 for full details) will be audio recorded (with the participant's permission) using video conferencing tools, such as Microsoft Teams.

4 What personal data is being collected for this project?

During the recruitment phase, the following personal data will be collected from participating school staff:

- Name
- Email address
- Telephone number
- Job role/title

The survey will collect information from school staff about their school's current practice to support pupil inclusion and belonging and the key barriers and facilitators to implementing these practices, as well as any training or CPD received on these topics.

A small number of school staff will be invited to participate in a remote interview to inform the survey design, or a cognitive interview of the draft pilot survey to aid development of the survey and understanding of the questions.

5 Who will personal data be shared with?

NFER shares personal data with the following data processors to deliver this research:

NFER will use an online survey (administered using Microsoft Forms) to collect expressions of interest.

Tivian will be used to collect data for the online pilot survey. Tivian's privacy notice is available [here](#).

The informational and cognitive interviews will take place via Microsoft Teams. Microsoft Teams privacy notice is available [here](#).

No personal data or individual survey responses from the pilot will be shared with DfE.

6 Is personal data being transferred outside of the UK?

NFER only stores personal data in the UK.

The online survey data collected via Tivian stores survey responses in Azure and AWS data centre infrastructure in the European Union.

7 How long will personal data be retained?

Audio recordings from the informational and cognitive interviews will be written up within one month of the interview date. Audio recordings will then be deleted.

All other personal data held by NFER will be deleted within four months of publication of the final report. The report is expected to be published in January 2027.

8 Can I stop my personal data being used?

NFER handles personal data in accordance with the rights given to individuals under data protection legislation. Under certain circumstances data subjects have the right:

- to request access to information that is held about them (a data subject access request).
- to have 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 processing of personal data (for example, permitting its storage but no further processing).
- to object to processing
- to data portability (allows data subjects to obtain and reuse their personal data across different services)
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect.

Although we value your participation you can stop completing and withdraw from the survey at any time. Unless otherwise instructed, we will use any data and survey responses we have collected up to that point in our analysis. Please note that withdrawing your data will not be possible once analysis has commenced (this will be the day after the closing date of the survey). If you wish to withdraw your data or correct errors in it, please contact: inclusion-research@nfer.ac.uk

To exercise any of these rights, please raise your concern with [DfE via this link](#) and quote 'belonging & inclusion survey research' as a reference.

If you want to contact the Data Protection Officer (DPO), please contact [DfE](#) and mark it 'for the attention of the DPO'. They may need to request specific information from you to help them confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This helps ensure that personal information is not disclosed to any person who has no right to receive it.

You can read further information about your data protection rights at the [Information Commissioner's Office \(ICO\)](#).

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the research. Please contact the research team at: inclusion-research@nfer.ac.uk

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

Further information on this project can be found [here](#).

10 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.