

## Privacy notice for Helping Handwriting Shine

### 1.1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) are collecting personal data to enable the evaluation of the 'Helping Handwriting Shine' (HHS) intervention using a randomised controlled trial. The main aim of the HHS intervention is to increase children's capacity for automatic handwriting, which enables them to improve writing composition, and writing attainment overall. The trial aims to ascertain the impact of the intervention on pupil attainment in writing composition and handwriting speed.

### 1.2 Who is this research project sponsored and funded by?

The NFER is undertaking the independent evaluation of the HHS intervention, which is funded by the Education Endowment Foundation (EEF). NFER is joint data controller for this evaluation with the University of Leeds.

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

The legal basis for processing personal data 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 interest are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of the personal data'.

Our legitimate interest for processing your personal data is to administer the randomised controlled trial.

### 1.4 How will personal data be obtained?

Personal data will be collected by NFER directly from schools and through matching to the National Pupil Database. This will be augmented by assessment data provided both by the schools and through visits by NFER test administrators. NFER will also conduct case study interviews with teachers and pupils. University of Leeds will collect registers at training events that capture names and places of work.

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## 1.5 What personal data is being collected by this project?

Personal data for the trial will include data about teachers and pupils from participating schools as described below:

NFER will collect data (name, job title and contact details) about a nominated named teacher and two staff members within a participating school so that we can liaise with them about the evaluation.

NFER will collect personal data about pupils. This includes pupil name, date of birth, unique pupil number (UPN), gender, class name, school name for all pupils at Year 2 and for nominated pupils at Year 5. For nominated Year 5 pupils, Free School Meals status will also be collected. NFER will access pupil background data and free school meals (FSM) eligibility from the Department for Education's National Pupil Database (NPD).

NFER will match all of the above pupil data to pupil assessment data. This assessment data includes pupil results from two baseline tasks sat in Summer 2018; the Writing Assessment Measure and the Handwriting Speed test; and from the same two tests sat at the end of the trial in Summer 2019.

Schools will administer the baseline tasks in Summer 2018, and provide the pupil test papers to NFER. NFER's markers will mark the Handwriting Speed test and the Writing Assessment Measure. NFER will share the test results with schools.

NFER will conduct interviews at a selection of case study schools, with teachers and pupils. Interviewees will be anonymised in all reporting.

The above datasets will enable NFER to undertake primary and secondary outcomes analyses for the trial. NFER will share all of the above pupil data (pupil names, dates of birth, UPN matched to the NPD data described above and assessment results) with EEF's data archive partner. Anonymised data will also be stored in the UK Data Archive.

## 1.6 Who will the personal data be shared with?

Personal data will be uploaded to the No More Marking platform, upon which the Writing Assessment Measure will be marked.

NFER will scan the test papers and upload these, matched to each pupil's name, date of birth, school and UPN, into the No More Marking platform, where NFER markers will access and mark them. Markers will **not** have access to the personal data; test papers are presented anonymously.

Teachers' names and contact details will be shared between Leeds and NFER. This will be transferred via Secure File Transfer, an encrypted external portal accessed via a unique link sent to the intended respondent. The password for download will be provided in a separate e-mail.

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## 1.7 Is personal data being transferred outside of the European Economic Area (EEA)?

No personal data is stored or transferred outside of the EEA.

## 1.8 How long will personal data be retained?

NFER, the University of Leeds and No More Marking will delete any personal data before three years from the completion of the project. (Note that retention of personal data is subject to agreement by the NPD team at the DfE).

NFER will send all the data it has collected to the Fisher Family Trust for archiving within three months of project completion, at which point EEF will take responsibility for Data Protection Compliance.

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

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

In certain circumstances, data subjects have the right to restrict or object to processing, please contact our [Compliance Officer](#). They also have the right to see information held about them. NFER will cooperate fully when a subject access request (SAR) is made.

## 1.10 Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Contact [handwritingRCT@nfer.ac.uk](mailto:handwritingRCT@nfer.ac.uk) with any queries.

In certain circumstances, data subjects have the right to restrict or to object to data processing. Please contact NFER's compliance officer in these circumstances. Individuals also have the right to see information held about them. You can make a subject access request by contacting NFER.

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). Alternatively, 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/>.

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## 1.11 Updates

We may need to update this privacy notice periodically so 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.

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