

.....

## Privacy notice for coding of 2026 key stage 1 and 2 technical pre-tests and key stage 2 item validation trials

.....

### 1 Why are we collecting this data?

The Standards and Testing Agency (STA) and the National Foundation for Educational Research (NFER) process your personal data to administer the coding of the 2026 key stage 1 and 2 technical pre-tests and key stage 2 item validation trials.

This privacy notice is specific to these two technical pre-tests and the item validation trial. The Department for Education (DfE) and STA also collect, process and store personal data for individuals who may be interested in providing primary assessment marking or trialling and sampling coding services, either directly to them or via their contracted partners, for example NFER. Their privacy information is available here:

<https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>.

### 2 Who are the trials sponsored and funded by?

NFER is carrying out the key stage 1 and 2 technical pre-tests and key stage 2 item validation trials, on behalf of STA, an executive agency of the DfE. STA is the data controller for the administration of the technical pre-tests and item validation trial. They have given NFER instructions on what personal data is required for this and how it should be handled.

NFER is the data controller for any personal data processed to manage your deployment. Further information about this deployment and your entry into NFER's Associate pool (if you choose to join it) is covered in NFER's privacy notice for temporary staff: [https://www.nfer.ac.uk/media/bylpgmkw/privacy\\_notice\\_for\\_workers\\_and\\_associates.pdf](https://www.nfer.ac.uk/media/bylpgmkw/privacy_notice_for_workers_and_associates.pdf)

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

The legal basis for processing personal data, set by STA the data controller, is covered by GDPR Article 6 (1) (b) which is that processing is necessary for the performance of our contract with you.

When informing us about any dietary, access and other special requirements, you may share special category data (for example about your health) with us. We will require your consent (under Article 9 (2) (a) of GDPR) to process this data.

See the [NFER temporary staff privacy notice](#) for details of the legal basis when processing personal data for the administration of your employment for your engagement with NFER.

## 4 How will personal data be obtained?

NFER receives your personal data as an extract from STA's Coder Register. It is shared electronically through STA's secure portal.

You may provide additional personal data as part of the application process. If your application is successful, NFER collects your bank details, any special requirements and other necessary details directly from you.

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

The STA Coder Register provides the following personal data:

- name
- email
- telephone numbers
- address
- previous coding experience and performance
- previous subjects coded.

Information about your previous coding experience and performance will be used in the recruitment process. Coder performance is monitored throughout the coding process and is shared with the STA to recruit for future coding exercises.

To be offered work on these projects, you must successfully complete a number of checks including a basic DBS check. We are required to confirm your identity, right to work in the UK, and assurance as to your trustworthiness, integrity and reliability. You will therefore be required to:

- provide proof of your identity
- confirm that you are not on the barred teachers' list or have any pending judgements
- provide references who will be contacted.
  - You will only need to provide references if you have not worked for NFER or STA as a coder or marker within the last three years or are applying for a supervisory role and have not held one with NFER before.

If these are completed successfully and you are offered a contract, you will also be asked for:

- DBS certificate details

- bank and tax status details to process salary payments
- dietary, access and other special requirements that we will need to take into account when organising coder training events.

## 6 Who will personal data be shared with?

STA and NFER will securely share data about you with each other.

Tivian's online survey software will be used to collect your personal data during and after recruitment. It stores data in the European Union. The Privacy notice for Tivian can be found [here](#).

Dietary, access and other special requirements may be shared with authorised third parties when organising face-to-face coding events.

Your bank details will not be shared with any other parties.

We will not share any of the information you provide with third parties for marketing purposes.

Feedback about your performance (quality audit information) is obtained online via Questback and shared with STA. NFER and STA use the quality audit information to monitor coding performance, which may be considered in future coder recruitment exercises.

For the trials, your telephone number will be shared with your team leader in order for them to support you during the coding period.

We will be using Microsoft Teams for remote pre-coding and anchor coder training. The privacy notice for it is available - <https://www.microsoft.com/en-gb/privacy/privacystatement>. Please note that other participants on the call may be able to locate your email address if they specifically search for this through the menus. Participants should not record these email addresses or use them to contact other participants, unless they have been authorised to use that email address.

## 7 Is personal data being transferred outside of the UK?

NFER only stores personal data in the UK. When we use Tivian to administer online surveys, data is stored in the EU.

## 8 How long will personal data be retained?

All electronic records for the administration of the technical pre-tests will be kept by NFER for 6 months following the close of the project the data was collected for, expected to be March 2026.

If you have opted into joining NFER's Associate pool, we will process your personal data in line with our [privacy notice for temporary workers](#). Employment data will be kept for a longer period, for which details can be found in the same privacy notice.

For information about how long the DfE and STA keep your personal data, please see: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

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

NFER and STA handle personal data in accordance with the rights given to individuals under data protection legislation. GDPR provides the following rights for individuals:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- rights in relation to automated decision making and profiling.

You will need to contact STA, contact details in section 10, to exercise these rights over any of your personal data for which they are the data controller.

For data where NFER is the data controller, please contact the compliance team by email at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

## 10 Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. If you have any queries or concerns about the way NFER processes personal data, please contact the coding team by email at [coding@nfer.ac.uk](mailto:coding@nfer.ac.uk).

If you have any queries or concerns about the personal data that is processed and stored by STA, you can contact the DfE by visiting <https://www.gov.uk/contact-dfe> and mark any messages 'for the attention of the DPO'.

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/>.

## 11 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.