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# Privacy Notice for Mentoring for Early Career Chemistry Teachers

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## 1 Why are we collecting this data?

The Education Endowment Foundation (EEF) and the Wellcome Trust have provided grant funding for the Royal Society of Chemistry (RSC) to deliver the Mentoring for Early Career Chemistry Teachers Programme. The programme will be independently evaluated by the National Foundation for Educational Research (NFER). The RSC and the NFER will be collecting personal data to support the recruitment of participating early career teachers and mentors, the delivery of the programme, and to undertake a light-touch evaluation.

The programme will pair early career chemistry teachers with specialist external mentors and aims to:

- boost participating early career teachers' confidence, expand their chemistry pedagogical content knowledge and help teachers of chemistry feel more supported
- support early career teachers to stay in teaching
- provide mentors with the skills required to implement flexible and personalised mentoring.

The evaluation will explore whether:

- there is preliminary evidence that the programme has impacted positively on participating early career teachers and mentors
- the programme is feasible to deliver
- the programme is ready to be scaled up and evaluated as part of a larger scale study.

The evaluation will involve a baseline and endpoint survey of mentees, and interviews and observations with mentors, mentees and RSC staff to find out about their views on the programme and to explore how well it was implemented. Some mentees' line managers/heads of department will also be interviewed as part of the evaluation. No individual participants or schools will be identified in any report that NFER writes as part of the evaluation.

The NFER and the RSC are joint Data Controllers and Processors for this project. They will jointly decide on the means and purposes of processing personal data in order to effectively deliver and evaluate the programme. For example, the RSC will use your responses to the pre-mentoring questionnaire to match you with another participant. Data collected by NFER will be used to evaluate the RSC's mentoring programme as outlined above.

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

The legal basis for processing personal data is:

- 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’.

The RSC’s and NFER’s legitimate interest for processing personal data for this project is to deliver and evaluate the programme.

In the event that you, the data subject, should share information that could be regarded as special personal data relative to your health or mental health, Article 9 of GDPR will apply and the lawful exemption for processing this data will be:

- Explicit consent. You will be asked to give explicit consent to the processing of such special category data at the time it is collected from you. This is on the basis of:
  - GDPR Article 9 (2) (a) which states that ‘the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject’

## 3 How will personal data be obtained?

Personal data will be obtained by the RSC and the NFER in the following ways:

- via the Memorandum of Understanding, administered by the RSC, which all schools/mentors/mentees sign as they join the programme
- any information provided to the RSC on an ad hoc basis throughout the project for example via the mentoring@rsc.org inbox, to Education Coordinators during termly check-ins
- via the pre-mentoring and post-mentoring questionnaires which will be administered by the RSC
- via baseline and follow-up paper surveys with mentors administered by the NFER
- via interviews with mentors, mentees and RSC staff undertaken by the NFER
- via completion of a fidelity log (which will involve making a note of the date, duration, format and focus of each meeting between the mentor and the mentee), which will be completed by mentors, and which will be managed by the NFER.

All personal data collected electronically by NFER will be collected using NFER’s secure portal.

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

Personal data for this project includes data about mentors, mentees, mentee’s line managers/ heads of department and RSC staff, as described below:

- Mentees’ names, years in teaching, phase of teaching, subject area, school name, address and number, email address, phone number, teaching status, hours of chemistry taught each week, and views on and experiences of the programme.
- Mentors’ names, years in teaching, phase of teaching, subject area, school name, address and number, prior mentoring experience, email address, phone number, teaching status, hours of chemistry taught each week, and views on and experiences of the programme.
- The views on the programme from the line managers/ heads of department of participating early career teachers/mentees.
- The views on and experiences of the programme from the RSC staff involved in its delivery.

Special personal data for this project pertaining to participants’ health or mental health may be captured through exploration of mentees’ views on the extent to which the programme has helped them to manage their stress and workload.

## 5 Who will personal data be shared with?

Personal data in the form of school, mentor and mentee contact details, together with selected background characteristics, will be shared securely between the RSC and the NFER using NFER’s Secure Portal.

At the end of the evaluation, NFER will produce a report for publication based on anonymised findings. This will be made available to the general public, including the RSC and EEF. No individual participant’s views or responses will be identifiable from the reports NFER will write.

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

NFER will not store or transfer any personal data outside of the EEA

Data collected by the RSC via [surveymonkey.com](https://www.surveymonkey.com) may be transferred outside of the EEA. SurveyMonkey participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework and Swiss-U.S. Privacy Shield. SurveyMonkey is committed to subjecting all personal information and data received from European Union (EU) member countries and Switzerland, in reliance on the Privacy Shield Framework, to the Framework’s applicable Principles. To learn more about the Privacy Shield Framework, visit the U.S. Department of Commerce’s Privacy Shield List: <https://www.privacyshield.gov/>

## 7 How long will personal data be retained?

The RSC and the NFER will delete any personal data within one year of the publication of the evaluation report.

In certain circumstances, data subjects have the right to restrict or object to processing. They have the right to withdraw any consent to processing that they have given at any time. They also have the right to make a subject access request to see all the information held about them. To exercise any of these rights, please contact the RSC at [mentoring@rsc.org](mailto:mentoring@rsc.org) or the NFER's Compliance Officer at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

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

The RSC and the NFER will handle 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 from the programme or correct errors in it, please contact the RSC at [mentoring@rsc.org](mailto:mentoring@rsc.org) or the NFER at [m.walker@nfer.ac.uk](mailto:m.walker@nfer.ac.uk).

In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to make a subject access request to see all the information held about them. To exercise any of these rights, please contact the NFER's Compliance Officer at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk) or the RSC's data protection team at [barrd@rsc.org](mailto:barrd@rsc.org).

## 9 Who can I contact about this project?

The RSC is responsible for the day-to-day delivery of the programme. Contact Luke Blackburn at [blackburnl@rsc.org](mailto:blackburnl@rsc.org) with any queries.

The NFER is responsible for the independent evaluation of the programme. Contact Matt Walker at [m.walker@nfer.ac.uk](mailto:m.walker@nfer.ac.uk) with any queries.

If you have a concern about the way this project processes personal data, we request that you raise your concern with RSC and NFER 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/>.

## 10 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.