
Privacy notice for NFER Research Mark

1 Why are we collecting this data?

The NFER Research Mark provides accreditation for schools or colleges engaging with professional research and in-school research. Schools can register for the Research Mark to get access to the welcome pack and guidance. Registration is made online and requires the submission of school and user information for the purposes of completing the registration. A registered school can then apply for the Research Mark by submitting answers to questions via the secure online site. The questions request information on the school's engagement with research, and the school may choose to provide evidence and examples to support their application. Answers will be moderated and then an NFER Research Associate will attend the school to discuss their application, before a final report is submitted.

2 What is the legal basis for processing activities?

The legal basis for the processing activities is to enable the performance of a contract (GDPR article 6(1) (b)). All data entered as part of the application process is at the discretion of the school. If a school chooses to upload any special category personal data as part of the process, they must have identified the appropriate legal basis for its usage.

The school is the Data Controller and NFER the Data Processor in this arrangement.

3 How will personal data be obtained?

The data will be submitted by the school (Data Controller) via the registration form and the application form on the secure online site. The 'registration' data will only be accessed by NFER staff for the purposes of processing the registration and activating the school's secure log-in. The 'application' data will only be accessed by the moderator and NFER Research Associate carrying out the school visit and developing the report.

4 Who will personal data be shared with?

Personal data will not be shared with any other third parties.

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

No data is transferred outside of the European Economic Area.

6 How long will personal data be retained?

Data for schools registering or applying for the Research Mark will be stored securely for 36 months to allow for completion of the process. Data belonging to schools will be securely deleted 45 days after 36 months of inactivity.

Data connected to enquiries regarding the Research Mark will be stored securely for 12 months before deletion.

7 Personal data rights

NFER handles 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 products@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 our Compliance Officer.

8 Who can I contact about this service?

For any queries, please contact products@nfer.ac.uk.

If you have a concern about the way this service 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>.