
Privacy notice for NFER Enquiring Schools Programme

1 Why are we collecting this data?

The Enquiring Schools Programme is tailored continuing professional development (CPD) built around school research projects that typically run over 12 months (ranging from three to five facilitator-led days hosted at the school). School details and contact details of a key contact at the school will be collected at the point of an enquiry made by the school to facilitate the contract and set-up of the programme. During the programme schools may choose to share their research activities and action plans with the programme facilitator to assist in the programme.

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 shared during the enquiry process and throughout the programme is at the discretion of the school. If a school chooses to upload or share 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 enquiry form on the NFER website or a phone enquiry to the NFER Telephone Unit, which will be accessed by NFER staff for the purposes of processing the enquiry. This data is only shared with an NFER Research Associate who will make arrangements with the key contact at the school for the launch event and future facilitator-led days.

A school may choose to share their research activities and action plans as part of the programme at their discretion. Where schools choose to create shared folders to share documents with colleagues and the facilitator as part of the programme, these are managed by the school and the data shared in these folders is at their discretion and they must have identified the appropriate legal basis for its usage.

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 connected to schools who participate in the Enquiring Schools programme will be stored securely for 36 months to allow for completion of the programme. Data belonging to schools will be securely deleted 45 days after 36 months of inactivity.

Data connected to enquiries regarding the Enquiring Schools programme 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>.