

Privacy notice for TIMSS 2019

1. Why are we collecting this data?

The Trends in International Mathematics and Science Study (TIMSS) is an independent worldwide research study, taking place every four years and providing data about trends in maths and science achievement over time. The study assesses the knowledge and skills of pupils aged 9–10 in over 60 countries. In addition, it gathers extensive background information about pupils' home and learning environments and the quantity, quality and content of teaching through questionnaires that are answered by principals, classroom teachers, parents and pupils. Northern Ireland is taking part in TIMSS 2019.

We take privacy and confidentiality very seriously and no individual pupil, principal, teacher, school or parent will be identified or identifiable in any reporting.

This privacy notice tells you what the Department of Education (DE), Northern Ireland, and their approved contractor, the National Foundation for Educational Research (NFER), will do with the information we collect from the TIMSS study and how we will ensure privacy of personal information. It explains:

- information to be collected for the study
- organisations that information will be shared with
- how we will use the personal data
- what makes it lawful to collect and share the information
- how participation affects you
- security and confidentiality
- contact details and further information

Participation in the study is voluntary. If there are any questions anyone does not wish to answer they may leave them blank.

2. Who is this project sponsored and funded by?

NFER will carry out TIMSS 2019 in Northern Ireland on behalf of the Department of Education (DE) Northern Ireland. As the data processor, NFER will only process personal data following the instruction of DE, the data controller.

3. What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

- GDPR Article 6 (1) (e)

Public task: *the processing is necessary for you to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.*

The processing will be part of DE's public task to inform, improve and promote the education system in Northern Ireland.

4. How will personal data be obtained?

The survey data will be obtained through pupil assessments and questionnaire surveys. Questionnaires will be completed by principals, classroom teachers, parents and pupils. However, to reduce the administrative burden on schools, where possible the data required to administer the surveys will be accessed through existing datasets such as the School Census held by the Department of Education.

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

The approved contractors for this study (NFER) will collect the following personal information about participating 9-10 year-old pupils from the Department of Education or participating schools in order to administer the study:

- Name
- Date of birth
- Gender
- Unique Pupil Number (UPN)
- An indication of identified additional or special needs or limited experience of English language (to ascertain whether they may be excused from participation). This data is for administration of the tests only and will not be reported.

The study collects assessment data on pupils' skills in maths and science through their completion of the question booklets. The questionnaires collect background information about pupils' home and learning environments and the quantity, quality and content of teaching.

No individual pupil, parent, teacher or school will be identified or identifiable in any reporting.

6. Who will the personal data be shared with?

NFER will collect TIMSS data on behalf of DE who are the data controller. To help with recruitment and administration of the study, the names of sampled schools will be shared with DE, the Education Authority (EA) of Northern Ireland and the Council for Catholic Maintained School (CCMS). However, DE, EA or CCMS will not see any outcomes for schools or pupils who take part in the survey. The processed (anonymised) data may also be used for further analysis by DE, for example to inform policy considerations and develop educational materials.

Assessment and questionnaire data is shared with the international consortium¹ that compares the outcomes between different countries. However this will be an anonymised dataset and any information that could identify individual children, teachers or schools will be removed before transfer.

7. Is personal data being transferred outside of the European Economic Area (EEA)?

Whilst data is shared with the international consortium this data is anonymised before transfer so no personal data will be stored or transferred outside of the EEA.

8. How long will personal data be retained?

Data is not kept longer than is necessary and is deleted in accordance with NFER's internal policy. For international surveys data is retained for 12 months after submission to the international consortium to allow for any anomalies or queries to be resolved.

9. Can I stop my personal data being used?

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 timssNI@nfer.ac.uk. No individual will be disadvantaged in any way for withdrawal of consent for participation in the study.

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. NFER will cooperate fully when a subject access request (SAR) is made of a data controller. To exercise these rights, please contact our Compliance Officer at compliance@nfer.ac.uk.

10. Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Contact timssNI@nfer.ac.uk with any queries.

¹ The International Association for the Evaluation of Educational Achievement (IEA); TIMSS & PIRLS International Study Center, Boston College.

If you have any questions about how DE will use your information, please consult the DE TIMSS 2019 privacy notice at <https://www.education-ni.gov.uk/publications/trends-international-maths-and-science-study-timss-2019-northern-ireland-privacy-notice> or contact the Data Protection Officer for the DE.

Data Protection Officer
Alan MacDonald
Department of Education
Rathgael House
Balloo Road, Rathgill
Bangor
BT19 7PR
Telephone: (028) 9127 9788

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or DE in the first instance. 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/>.

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. The latest version of this privacy document can be found at https://www.nfer.ac.uk/media/3025/timss_privacy_notice.pdf