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## **Privacy Notice for the recruitment of schools for the survey of smoking, drinking and drug use among young people in England in 2018**

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### **1 Background**

This is a national survey that has been running from 1982 and is funded by NHS Digital. Its findings are used by government departments, including the Department of Health and Social Care, Public Health England, and the Department for Education in policy-making and to evaluate the impact of changes in laws. The NHS, local authorities and charities also use the data to identify local smoking, drinking and drug use problems, and to develop and target initiatives to prevent these behaviours. For example, data from previous waves of this survey were used to build a case to ban smoking in vehicles when children are present, by helping to identify the scale of the problem to justify the legislation. Ipsos MORI has commissioned NFER to recruit schools to take part in the study.

### **2 Who is this project sponsored and funded by?**

This work is being carried out by The National Foundation for Educational Research (NFER), on behalf Ipsos MORI, the data controller. For the purpose of data protection legislation, NFER is the data processor.

### **2 What data are we collecting?**

Once a school has accepted the invitation to participate in the study, NFER collects the name and details (email) of a member of staff who will be the main contact to liaise with for the administration of the survey.

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

The legal basis for processing personal data is covered by:

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’.

Our legitimate interest for processing teachers' personal data is to enable the administration of the survey to pupils in schools.

#### **4 How will personal data be obtained?**

Personal data will be collected by NFER directly from schools via communications by telephone and email.

#### **5 Who will personal data be shared with?**

NFER will securely share teachers' names and contact details with Ipsos MORI, who will store their information securely and keep it confidential.

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

No personal data is stored or transferred outside of the EEA.

#### **7 How long will personal data be retained?**

After NFER has shared the data with Ipsos MORI it will only be kept for a short period (less than three months) and will be deleted in accordance with NFER's internal policy.

#### **8 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 Asma Ulla or Keren Beddow at [sddsurvey@nfer.ac.uk](mailto:sddsurvey@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. NFER will cooperate fully when a subject access request (SAR) is made. To exercise these rights, please contact our Compliance Officer ([compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk)).

#### **9 Who can I contact about this project?**

NFER is responsible for the day-to-day management of the recruitment of schools for this project. Any queries please contact Asma Ulla or Keren Beddow at [sddsurvey@nfer.ac.uk](mailto:sddsurvey@nfer.ac.uk) or by calling 01753 637096. Ipsos MORI will be managing the administration of the survey in schools and can be contacted at [sddsurvey@ipsos.com](mailto:sddsurvey@ipsos.com) or by calling 020 3059 5318.

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or Ipsos MORI (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/>.