



Privacy Notice for Schools: Families Connect Randomised Controlled Trial¹

1 Why are we collecting this data?

The Education Trials Unit at the National Foundation for Education Research (NFER) jointly with Save the Children UK (SCUK) are collecting personal and special data to enable the evaluation of Families Connect using a Randomised Controlled Trial (RCT). Families Connect is a parental engagement programme for families with children aged 4–6, delivered in schools with a high proportion of children on Free School Meals (FSM) across the UK. The programme uses play as a vehicle for learning and interaction. It aims to provide parents with confidence and skills to support their child’s learning in the home environment, build relationships between parents and schools, and make a difference to children’s literacy and language development, numeracy development, and social and emotional outcomes.

The RCT aims to ascertain the impact of Families Connect on aged 4–6 children’s language and communication, numeracy development, and social and emotional outcomes. It also aims to explore changes in the home learning environment. The project includes interviews and observations to find out about participants’ views on the programme and explore how well it was implemented.

The Nuffield Foundation has commissioned and funded the evaluation. SCUK is overseeing the delivery of Families Connect; NFER is overseeing the RCT; and NFER with Queen’s University Belfast (QUB) are carrying out the interviews and observations. NFER and SCUK are joint Data Controllers for this evaluation. Both organisations will be responsible for determining how the data will be processed. NFER and QUB are Data Processors. These organisations will process and analyse the data collected.

2 What is the legal basis for processing activities?

The legal basis for processing general 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’.

¹ This Privacy Notice is for schools recruited to the Families Connect Trial in both the Autumn term 2018 (for Spring 2019 and Autumn 2019 delivery), and in the Spring term 2019 (for Summer 2019 and Spring 2020 delivery).



Our legitimate interest for processing personal data for this trial is to administer the RCT and analyse data in this RCT.

The legal basis for processing special personal data is covered by:

- GDPR Article 9 (2) (a) which states that ‘the individual has given clear, opt-in consent for us to process their personal data for a specific purpose’.

Our specific purpose for processing personal special data for this trial is to assess children’s social and emotional outcomes. We will also use personal and special data to assess impacts in terms of household level income and special educational needs (SEN).

3 How will personal data be obtained?

Personal data will be obtained for this RCT by NFER and SCUUK in the following ways:

- on the Families Connect School Partnership Agreement and Trial MoU, which all schools sign as they join the trial
- via Community Practitioner training attendance information, and regular updates of their contact details
- on pupil lists provided by schools
- on the Families Connect Family Register, completed by Community Practitioners for intervention families during the 8-week programme
- on pupils’ assessment papers collated by SCUUK and NFER test administrators²
- on teacher questionnaires
- on parent questionnaires.

Personal data will also be obtained for the implementation evaluation for this RCT by NFER and QUB through observations, site visits and telephone and face-to-face interviews with school senior leaders, teachers, Community Practitioners, trainers, SCUUK programme managers, parents and children.

Special personal data about pupils will be obtained using the teacher completed Strengths and Difficulties Questionnaire (Goodman, 1997).

Informed opt in consent to all aspects of data collected in this project will be obtained from parents at sign up, on behalf of themselves and their children. SCUUK and NFER will maintain records of consent. Participants can withdraw their consent for their data to be used in the trial at any time by contacting SCUUK or NFER (see Section 8).

² NFER and SCUUK will ensure that appropriate contracts are in place for freelance or contracted test administrators, and that where they obtain personal data, they do so in accordance with the GDPR and other applicable legalisation.



All personal data provided electronically will be shared using NFER's secure portal. All personal data provided in hard copy will be transferred by secure courier.

4 What personal data is being collected by this project?

Personal data for this RCT includes data about children, parents, Community Practitioners, teachers, headteachers, trainers and SCUK programme managers, as described below:

- Children's names, dates of birth, family surname(s), gender, SEN status, Free School Meal (FSM)/Pupil Premium/Pupil Equity Fund status, whether English is an additional language (EAL), school year group, class name / class teacher, and children's assessment scores for vocabulary and numeracy.
- Parents' names, family surname(s), income band, education level, parents' attitudinal survey responses including about the pupils' home learning environment.
- Children's and parents' attitudes and views about the programme collected through interviews. Parents' who are willing to take part in interviews will provide their contact details to allow us to organise these.
- Trainers', Community Practitioners', teachers', headteachers' and SCUK programme managers' contact details, job titles, and attitudes and views about the programme.

Special personal data for this RCT includes:

- Data on the soft skills and Strengths and Difficulties Questionnaire completed by teachers about each child in the trial. Teachers' signatures and role is also collected on this SDQ.

5 Who will personal data be shared with?

Personal data in the form of school and Community Practitioner contact details, and pupil/family lists will be shared securely between NFER and SCUK. Personal data in the form of interviewee contact details for parents and teachers, and interview data from parents, children and teachers, will be shared securely between NFER and QUB.

As NFER will be processing data classed as 'special' under GDPR (for example data obtained from the SDQ), we will carry out our analysis on de-identified data.

At the end of the research, NFER will share the de-identified trial data with SCUK for their Families Connect Programme data archive. De-identified data will also be stored in the UK Data Archive. The project will not provide qualitative data gathered through interviews and observations to the UK Data Archive.

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

No personal data for this RCT is being stored or transferred outside of the EEA.



7 How long will personal data be retained?

NFER, SCUK and QUB will delete any personal data within one year of report publication. All data stored subsequently will be de-identified and held on the SCUK Programme Data Files for seven years in accordance with programme requirements, and on the UK Data Archive.

8 Can I stop my personal data being used?

NFER and SCUK handles 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 or correct errors in it, please contact Michael Neaves at NFER FCTrial@nfer.ac.uk or Christine Bradley at SCUK C.Bradley@savethechildren.org.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 NFER's [Compliance Officer](#) or SCUK's data protection team at dataprotection@savethechildren.org.uk.

All information will be kept securely by Save the Children and NFER in accordance with the General Data Protection Regulation (GDPR, 2017). Personal data collected for this project will not be used by SCUK for fundraising purposes. For information on SCUK's general privacy policy go to <https://www.savethechildren.org.uk/misc/privacy-cookie-policy>.

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the RCT. Contact Michael Neaves at FCTrial@nfer.ac.uk at NFER with any queries.

SCUK is responsible for the delivery of Families Connect. Contact Christine Bradley at SCUK C.Bradley@savethechildren.org.uk with any queries.

Researchers at Queen's University Belfast are carrying out interviews and school visits for the project in Northern Ireland and Scotland. Contact Aideen Gildea at QUB a.gildea@qub.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 NFER and SCUK 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 Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 12th February 2019.