



# Privacy Notice for Parents taking part in the Families Connect Randomised Controlled Trial<sup>1</sup>

## 1 Why are we collecting your data?

Families Connect is a parental engagement programme for families with children aged 4–6. It aims to provide parents with confidence and skills to support their child’s learning, and build relationships between parents and schools.

There will be eight weekly workshops at your child’s school. The workshops will cover topics such as literacy and language development, numeracy and maths, and personal and social education. You and your child(ren) will be randomly allocated to take part in the workshops in either the Summer term 2019 or the Spring term 2020. **It is very important that you do not swap groups.** This is so that researchers can see what difference Families Connect makes.

Save the Children UK (SCUK), the National Foundation for Education Research (NFER) and researchers from Queen’s University Belfast (QUB) are evaluating Families Connect by allocating you to the workshops in Summer 2019 or Spring 2020 (this is a Randomised Controlled Trial (RCT)). We are collecting a mix of data from parents, teachers and children so we can see if Families Connect makes a difference to children and parents.

The Nuffield Foundation has commissioned and funded the evaluation. NFER and SCUK will decide what happens to your data as part of the evaluation. NFER and QUB will collect, analyse and delete (at the end of the trial) your data.

## 2 What personal data is being collected by this project?

The RCT involves short assessments of your child’s language and numeracy, parent questionnaires, and teacher questionnaires about your child’s social and emotional development in school. Parents and children may also be invited to take part in interviews, to find out about your experiences of taking part in the programme.

We will collect the following personal and special data about your child:

- Your child’s name, date of birth, family surname, gender, special educational needs, Free School Meal status, whether English is their first language, school year group, class name / class teacher.
- Your child’s scores from vocabulary and numeracy assessments.
- Teachers’ questionnaire responses about your child’s social and emotional development.

<sup>1</sup> This Privacy Notice is for parents involved in the Spring 2019 recruitment to the Families Connect trial, for intervention delivery in Summer 2019 and control delivery in Spring 2020.



We will collect the following personal data about you:

- Your name, family surname(s), household income band, and your education level.
- Your questionnaire responses about your confidence and engagement in your child's learning.
- If you are willing to take part in interviews, we will ask for your phone number to allow us to contact you.

Our purpose for processing your personal special data for this trial is to assess children's social and emotional outcomes, and parents' outcomes. We will also see if the programme is beneficial for those on lower incomes or for children with special educational needs.

### 3 What is the legal basis for collecting this data?

The legal basis for processing you and your child's 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 you and your child's personal data for this trial is to carry out the evaluation and find out if Families Connect makes a difference to children's learning.

The legal basis for processing you and your child's 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'.

You have given us opt-in consent to use personal data in the ways described in this Privacy Notice and in the Families Connect participation consent form. SCUK, NFER and QUB will keep these forms until the end of the evaluation. You can withdraw your consent for your data and/or your child's data to be used in the trial at any time by contacting us (see Section 8).

### 4 How will personal data be obtained?

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

- on pupil lists provided by schools
- on the Families Connect attendance register
- on children's assessment papers collated by SCUK and NFER test administrators<sup>2</sup>
- on questionnaires completed by teachers about your child
- from parents using questionnaires.

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<sup>2</sup> NFER and SCUK 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.



Parents' and children's views will also be obtained by NFER and QUB researchers during school visits and interviews with parents and children (NFER in England and Wales, and QUB in Northern Ireland and Scotland).

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

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. Parent and pupil questionnaire, assessment and interview data will only be shared in de-identified form, between NFER, SCUUK and QUB. This means it will not have your name or your child's name on.

At the end of the research, NFER will share the de-identified questionnaire and assessment data from the trial with SCUUK for their Families Connect Programme data archive. De-identified questionnaire and assessment data from the trial will also be stored in the UK Data Archive. Any information gathered through parent or child interviews and observations will not be shared with the UK Data Archive.

All personal and special data will be treated in the strictest confidence, and will be analysed anonymously.

**No parent or child will be named in any report for this project.**

## 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, SCUUK and QUB will delete any personal data within one year of report publication. All de-identified data stored in SCUUK's Programme Data Archive will be held for seven years in accordance with programme requirements.

## 8 Can I stop my personal data being used?

NFER and SCUUK 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](mailto:FCTrial@nfer.ac.uk) or Christine Bradley at SCUUK [C.Bradley@savethechildren.org.uk](mailto:C.Bradley@savethechildren.org.uk).

In certain circumstances, you have the right to restrict or object to processing. You also have the right to make a subject access request to see all the information we hold about you or your child(ren). To exercise any of these rights, please contact NFER's [Compliance Officer](#) or SCUUK's data protection team at [dataprotection@savethechildren.org.uk](mailto:dataprotection@savethechildren.org.uk).

All information will be kept securely by Save the Children and NFER in accordance with the General Data Protection Regulation 2016/679 and Data Protection Act 2018. 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](mailto: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](mailto: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](mailto: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 12<sup>th</sup> February 2019.