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## Privacy Notice for Self-Review Tool

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### 1 Why are we collecting this data?

The NFER Self-Review Tool is a free online resource designed to enable Schools to review their level of engagement with research through an interactive questionnaire designed by NFER. Users will receive a results chart, report and resources based on the review data. Users can choose to complete a Quick Review or Full Review.

The Full Review enables multiple users from a school to review their stage of research-engagement against eight key statements designed by NFER, and allows the results for all users to be recorded and accessed at a later date by the Main Contact. This requires an account to be created. The name and email address of the main contact, name and DfE number of the user school and the email address of the headteacher at the user school will be required for the provision of an account.

The 'Quick Review' enables a single User to review their stage of research-engagement against eight key statements designed by NFER. It does not require an account to be set up or any personal data to be processed for the provision of the service. Results are not recorded and cannot be accessed at a later date.

### 2 What is the legal basis for processing activities?

The legal basis for these processing activities is performance of a contract (GDPR Article 6 (1) (b)). The processing is necessary for NFER to fulfil the contract you have entered into with them for the provision of this service.

### 3 How will personal data be obtained?

Data will be provided by the main contact upon registering for a Self-Review Tool account.

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

The name and email address of the main contact and email address of the headteacher of the user school.

## 5 Who will personal data be shared with?

NFER uses a third party for web hosting (Dudobi). Your data will not be shared with any other third party.

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

All data remains within the EEA.

## 7 How long will personal data be retained?

User accounts will be deleted after 12 months of inactivity.

## 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 Nicola Ward – [Nicola.ward@nfer.ac.uk](mailto:Nicola.ward@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 of a data controller. To exercise these rights, please contact our Compliance Officer.

## 9 Who can I contact about this project?

Any queries please contact Nicola Ward – [Nicola.ward@nfer.ac.uk](mailto:Nicola.ward@nfer.ac.uk).

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or client name 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 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