

Teacher and delivery staff Privacy Notice for Direct Instruction in Key Stage 3 Connecting Maths Concepts pilot

1 Why are we collecting this data?

The Education Endowment Foundation (EEF) has provided grant funding for the Midland Academies Trust (MAT) and US-based National Institute for Direct Instruction (NIFDI) to deliver a pilot maths intervention, Connecting Maths Concepts, to Key Stage 3 students. The programme will be independently evaluated by the National Foundation for Educational Research (NFER). Teachers' and delivery staffs' personal data will be collected as part of MAT/NIFDI's recruitment of schools and the delivery of the programme, and NFER's evaluation of the pilot. Please note, student personal data will also be collected for this pilot and this is covered in a separate Privacy Notice for the students' parents/carers, available at this link: <https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-direct-instruction-in-key-stage-3-connecting-maths-concepts-cmc-pilot/>

The Connecting Maths Concepts programme is based on the Direct Instruction model of teaching, which emphasises clearly specified, scripted lessons, designed around small learning increments. It is intended that the programme will increase students' confidence, enjoyment, knowledge and motivation to study maths, and ultimately their attainment in maths, whilst also improving their behaviour in, and motivation to attend, maths lessons.

The pilot is being undertaken between April 2019 and March 2020 and will involve 12 secondary schools who will each be delivering the programme to up to 42 students across Years 7 to 9.

NFER's independent evaluation will explore whether:

- there is preliminary evidence that the programme has impacted positively on participating students and teachers
- the programme is feasible to deliver
- the programme is ready to be scaled up and evaluated as part of a larger scale study.

The evaluation will involve teachers and delivery staff in telephone and face-to-face interviews to explore their perceptions of the programme, and observations of training and delivery to explore the extent to which the programme is delivered as intended.

NFER and MAT are joint Data Controllers for this pilot and will be jointly responsible for teachers' and delivery staffs' personal data in order to deliver and evaluate the CMC programme. NIFDI is a Data Processor for the purposes of delivering the CMC programme.

2 What personal data is being collected by this project?

Teacher and delivery staff personal data for this project includes data about teachers and staff members delivering the CMC programme and Heads of Maths in participating schools, as well as MAT/NIFDI coaches. We will collect:

- the name and role of teachers/staff members delivering CMC and MAT/NIFDI coaches, contact details and school name, obtained via the Memorandum of Understanding which all schools sign as they join the programme, which will be collated by MAT and shared with NFER
- practices in delivering the CMC programme obtained via monitoring information logs collated by NFER (e.g. teachers' names, roles, CMC lesson dates, duration and topics) and observations conducted by NFER
- the extent to which implementers (e.g. teachers) adhere to the intended treatment model, obtained via face-to-face and remote coaching discussions with MAT and NIFDI coaches, via completion of programme delivery information (e.g. teacher training feedback forms, Lesson Progress Charts and Student Test Summaries) which will be collated by MAT, and observations by MAT/NIFDI coaches
- views on and experiences of the CMC programme obtained via interviews with teachers (or other school staff delivering CMC), Heads of maths, and MAT and NIFDI coaches, undertaken by NFER.

Please note, teachers (or other staff delivering the CMC programme) should not name individual students in coaching discussions with NIFDI staff or share any other personally identifiable student information directly with NIFDI – all student data shared with NIFDI will be anonymised.

Schools will use NFER's secure school portals to transfer teachers' and delivery staffs' personal data electronically. Teachers' and delivery staffs' personal data collected in hard copy by NFER will be transferred using a secure courier service. Teachers' and delivery staffs' personal data collected by MAT will be collected electronically and shared via secure cloud storage with NIFDI.

In addition, as part of monitoring the effectiveness of teachers' delivery of the CMC programme, CMC lessons may be videoed by MAT and shared with NIFDI to enable additional and ongoing training and coaching to be provided to teachers. Your school will provide you with a form to collect your consent or dissent for you to appear in any video recordings as part of the pilot and for this to be shared with NIFDI.

3 What is the legal basis for processing activities?

The legal basis for processing teachers' and delivery staffs' personal data is:

- GDPR Article 6 (1) (f) which states that 'processing is necessary for the purposes of the legitimate interests pursued by the controller(s) or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of the personal data'.

MAT, NIFDI and NFER’s legitimate interest for processing personal data for this pilot is to deliver and evaluate the CMC programme, which has potential to benefit students’ maths learning.

Your consent will be required for video recording of CMC programme lesson delivery and transfer of any videos to the US.

As mentioned above, your school/organisation will provide you with a form to collect your consent or dissent for you to appear in any video recording as part of the pilot. If you choose to dissent, you will not appear in any video recordings for the purposes of the pilot. Please see the section below entitled ‘can I stop my data being used?’ for details about how to withdraw at any time from the processing of your personal data as part of this pilot.

4 Who will personal data be shared with?

Teachers’ and delivery staffs’ personal data in the form of names, contact details, roles, and CMC practices and fidelity to the programme design, will be shared securely between MAT and NFER using NFER’s Secure Portal. MAT will also share personal teacher data (e.g. data about CMC practices and fidelity to the programme design) with NIFDI for the purposes of supporting schools to deliver the CMC programme effectively, this data will be transferred electronically via secure cloud storage. Only NFER will see teachers’ and delivery staffs’ personal data in the form of views on and experience of the CMC programme obtained via NFER interviews.

At the end of the evaluation, NFER will produce a report based on anonymised findings. This will be made available to MAT, NIFDI and EEF and will inform a decision about the appropriateness of an efficacy trial of the CMC programme. No individual teachers’ or delivery staffs’ views or responses will be identifiable from the reports NFER will write. No individual teachers, schools or delivery staff, will be identified in any report that NFER writes as part of the evaluation.

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

NFER will not store or transfer any teacher or delivery staff personal data outside of the EEA.

Teachers’ and delivery staffs’ personal data collected by MAT as part of the delivery of the programme (e.g. teachers’ experiences of the training, CMC practice) may be transferred outside of the EEA to NIFDI, based in the US. Teachers’ consent to transfer their data to NIFDI based in the US will be obtained. Videoed lessons will only be shared with NIFDI where the consent of the teacher in the video has been obtained by the participating school.

6 How long will personal data be retained?

MAT, NIFDI and NFER will delete any personal teacher and delivery staff data within one year of the submission of the final internal report of the pilot.

7 Can I stop my personal data being used?

MAT, NIFDI and NFER will handle 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 from the programme or correct errors in it, please contact MAT at directinstruction@midlandacademiestrust.co.uk or NFER at j.harland@nfer.ac.uk.

In certain circumstances, data subjects have the right to restrict or object to processing. They have the right to withdraw any consent to processing that they have given at any time. 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 the NFER's Compliance Officer at compliance@nfer.ac.uk or MAT's data protection team at directinstruction@midlandacademiestrust.co.uk.

8 Who can I contact about this project?

MAT is responsible for the day-to-day delivery of the programme. Contact the programme team at directinstruction@midlandacademiestrust.co.uk with any queries.

NFER is responsible for the independent evaluation of the programme. Contact Jennie Harland at j.harland@nfer.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 MAT and NFER 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/>.

9 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.