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## **Privacy Notice for Teacher Voice 2019 – Clients**

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### **1 Why are we collecting this data?**

NFER, as data controller, uses your personal data to administer the inclusion of your organisations' questions in our Teacher Voice Omnibus Survey. The information enables your and similar professional organisations to access up to the minute views from current teachers on topical issues.

NFER reserves the right to refuse any questions that are not in keeping with our charitable aims.

We also use your details to offer future opportunities to place questions in the survey.

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

The legal basis for processing personal data is covered by GDPR Article 6 (1) (b) which states that the processing is necessary for a contract we have with you as a representative of your organisation.

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

NFER collects personal data directly from clients, via the online enquiry form or during the process of contracting.

To carry out marketing activities, we may use contact details publicly available on your organisation's website.

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

We will collect your name, email address, telephone number and details of the organisation you work for.

Individuals can ask for their details to be updated or removed at any time by emailing Teacher Voice - [teachervoice@nfer.ac.uk](mailto:teachervoice@nfer.ac.uk).

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

Data provided by clients is used internally for the development of the survey and provision of results. No identifying personal data or names of organisations are shared outside NFER.

We will not pass your personal details onto any third parties.

## 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?

NFER holds financial and contractual records in line with legal requirements. We will hold financial records for up to seven years and contracts indefinitely.

Unless you opt-out of marketing activities, we will retain your personal information until the survey is withdrawn.

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

NFER 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 [teachervoice@nfer.ac.uk](mailto:teachervoice@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. To exercise any of these rights, please contact our Compliance Officer.

## 9 Who can I contact about this project?

Any queries please contact [teachervoice@nfer.ac.uk](mailto:teachervoice@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 in the first instance ([compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk)). 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.