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## Privacy Notice for NFER Tests Case Studies

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### 1 Why are we collecting this data?

From time to time, NFER invites schools to share their experience using NFER Tests in a written or video case study which will appear on the NFER website and in other marketing materials. In order to undertake this activity, those wishing to participate are required to provide some personal data so that they can be contacted by NFER and their experience can be documented.

NFER is the Data Controller.

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

The legal basis for processing personal data is covered by:

- GDPR Article 6 (1) *Consent: the individual has given clear consent for you 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 in the 'Expression of interest' form on our website. We will keep this data securely for a maximum of five years (see Section 7). You can withdraw your consent for your the processing of your data at any time by contacting us (see Section 8).

### 3 How will personal data be obtained?

Those wishing to provide a case study will be required to complete an 'Expression of interest' form on our website with their name, job title, school name and email address. NFER will then follow up with you over the phone to gain further information about your experiences of NFER Tests.

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

We will collect first name, last name, job title, school name and email address and details of your experiences of NFER Tests. If you wish to provide a video case study, your image will also be processed.

## 5 Who will personal data be shared with?

If you have agreed to create a written or video case study, your name, job title etc. will appear on the NFER website and in other materials.

If you are involved with the production of a video case study, your name will be shared with Transmission Production, our production team. Please refer to the company's privacy policy [here](#).

Your email address will only be used by NFER to contact you about the case study and will not be shared with any other 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?

Case study data will be kept for five years before being deleted in line with NFER's policy. Expressions of interest that do not result in a case study will be deleted after 2 years.

## 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 Gemma Aukett – [g.aukett@nfer.ac.uk](mailto:g.aukett@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. To exercise these rights, please contact our Compliance Officer.

## 9 Who can I contact about this project?

Any queries please contact Gemma Aukett – [g.aukett@nfer.ac.uk](mailto:g.aukett@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 (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