

## Privacy Notice for T Level Transition Programme Phased Implementation Research

### 1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking research into the T Level Transition Programme commissioned by the Department for Education. The research will take place from October 2019 to September 2021.

The research will collect data in order to understand how the T Level Transition Programme support package (which includes the framework for delivery, the support programme delivered by the Association of Colleges and their partners the Challenge Network, and the early adopter development fund) is being used by providers to plan, design and deliver their T Level Transition Programme, whilst identifying learning for future support and delivery.

For the purpose of data protection legislation, NFER is the Data Processor and the Department for Education is the Data Controller.

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

The research is being undertaken as part of DfE's public research function and therefore its legal basis processing personal data is covered by:

- GDPR Article 6 (1) (e) Public task: the processing is necessary for you to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

### 3 How will personal data be obtained?

Personal data will be collected by NFER directly from participants in the following ways:

- via meetings with the two Transition Programme support package delivery partners
- via interviews and case-study visits with providers
- via interviews with delivery support staff.

We will also collect personal data through an analysis of management information.

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

Personal data for this project includes data about staff within T Level Transition Programme providers and within the support package delivery organisations, as described below:

- the names of staff responsible for the T Level Transition Programme within providers and support package delivery organisations and other contact information, including name, organisation, address, email address, telephone number and role
- the views and experiences of staff within provider organisations related to their preparation for and delivery of the T Level Transition Programme and the support they have received
- the views and experiences of staff within T Level Transition Programme support package delivery organisations related to preparation for and delivery of support for providers
- the views and experiences of learners within provider organisations related to their participation in the T Level Transition Programme and the effectiveness of the support they have received.

## 5 Who will personal data be shared with?

The Department will share contact details for the delivery support organisation staff and key staff at providers involved in the Transition Programme with the NFER research team. Participation in all research activities is entirely voluntary. Interviewees will be fully briefed on the purposes of the study and how the information they provide will be used before consenting to take part. Contact details will only be used for the purposes of completing interviews and case studies.

The Department for Education will publish a report in autumn 2021, written by NFER, which will present the findings of the research. The report will be made available on .gov.uk to the general public and will be based on anonymised findings. No individual, provider or delivery support organisation will be identifiable from the report, unless permission has explicitly been given by the data subject.

The personal data collected for this research project will not be used for any other purpose.

## 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 will delete any personal data within one year of the publication of the research report. At the latest this will be autumn 2022.

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

The 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 project or correct errors in it, please contact NFER at: [s.straw@nfer.ac.uk](mailto:s.straw@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 the NFER's Compliance Officer at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

## 9 Who can I contact about this project?

NFER will determine the purposes and means of processing personal data as part of this project. Please contact Suzanne Straw at NFER on 01904 567661 or at [s.straw@nfer.ac.uk](mailto:s.straw@nfer.ac.uk). If you would like to contact the Data Protection Officer (DPO) at DfE, please contact DfE (<https://www.gov.uk/contact-dfe>) and mark it for the attention of the DPO. You can also contact Eve Schofield, the DfE project manager for this research, on 07384245325 or at: [eve.schofield@education.gov.uk](mailto:eve.schofield@education.gov.uk) with any enquiries.

If you have a concern about the way this project processes personal data, we request that you raise your concern with NFER (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.