

Privacy Notice for Governance Investigative Research

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking research into school and trust governance commissioned by the Department for Education (DfE). The research will take place from October 2019 to June 2020.

The research will collect personal data in order to:

- provide a comprehensive picture of school and trust governance in England including who governs and how they govern
- find out what works well and less well in governance practice and the challenges faced by governors.

For the purpose of data protection legislation, NFER is the Data Processor and the DfE 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.

The legal basis for processing special personal data, ethnic origin, is covered by:

- GDPR Article 9 (2) (g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

3 How will personal data be obtained?

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

- via an approach email which will collect the names and contact details of headteachers interested in taking part in the survey
- via a questionnaire survey of school and trust members and chairs of governors, governors, clerks and headteachers

- via telephone interviews with school and trust chairs of governors, governors, clerks and headteachers
- via case-study face-to-face interviews with school and trust chairs of governors, governors, clerks and headteachers.

The survey will only collect the name and contact details if the respondent is interested in participating in follow-up work (a telephone interview or a case study).

4 What personal data is being collected by this project?

Personal data for this project includes data about school and trust chairs of governors, governors, clerks and headteachers, as described below:

- the names of school and trust members and chairs of governors, trustees, governors, clerks and headteachers and contact information, including school or trust, address, email address, telephone number and role
- demographic information on participants, including age, gender and employment status (survey only)
- the views and experiences of school and trust chairs of governors, governors, clerks and headteachers related to their role in school and trust governance.

We will also be collecting the following special data:

- ethnicity (survey only).

5 Who will personal data be shared with?

NFER will collect the personal and special category data on behalf of DfE and share an anonymised dataset with them.

NFER will produce two research reports (in Spring/Summer 2020) which will present the anonymised findings of the research. Based on anonymised findings, the report will be shared with the DfE and will be published and made available to the general public.

No individual, school or trust will be identifiable from the reports NFER writes, 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 by June 2021.

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: k.kettlewell@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.

Your data protection rights

Under certain circumstances, you have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Should you have any concerns, please contact the NFER's Compliance Officer at compliance@nfer.ac.uk.

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Please contact Kelly on 01753 637214 or at k.kettlewell@nfer.ac.uk

DfE has determined the means and purpose of processing; 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 Abigail Bond, the DfE project manager for this research at: abigail.Bond@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.