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## Evaluation of Children's University

### Privacy notice for parents

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

Children's University (CU) is an after-school programme that aims to involve primary school children in learning activities beyond the normal school day. The objective of the programme is to improve their aspirations and learning outcomes, by encouraging, tracking and celebrating their participation. The programme is run by local Children's Universities. They support schools to provide a range of learning opportunities, such as after-school clubs, projects and enrichment activities, and collaborate with local destinations and learning providers, such as libraries, sports clubs, historic centres and museums, to offers structured learning activities for children.

The National Foundation for Educational Research (NFER) and Children's University Trust are collecting personal data to enable the evaluation of the Children's University programme, using a randomised controlled trial (RCT). The RCT requires that schools taking part in this research are randomly allocated to an intervention group (pupils participate in Children's University) or a control group (pupils continue their usual activities). The allocation of participating schools to the two groups allows researchers to understand the difference the Children's University programme has made. Researchers will measure the impact of the programme on pupils' reading and maths skills, on their attitudes such as confidence, self-belief and motivation to learn and on a range of essential skills.

The Education Endowment Foundation (EEF) is funding this evaluation. Children's University Trust along with the local Children's Universities is overseeing the recruitment of schools and the delivery of the CU programme. NFER is the independent evaluator.

Children's University Trust and NFER will decide what happens to your child's data as part of the evaluation, as outlined in this document (as joint data controllers). They will collect, analyse and delete (at the end of the trial) your child's data. Each local Children's University will participate in the collection of data.

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

The legal basis for processing your child's data is covered by GDPR Article 6 (1) (f), which states:

*Legitimate interests: the processing is necessary for your (or a third party's) legitimate interests unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.*

The evaluation fulfils one of NFER’s core business purposes (undertaking research, evaluation and information activities) and it has broader societal benefits. It is also in the legitimate interests of the Children’s University Trust as the outcomes will be used to improve its activities. It is therefore in both organisations’ legitimate interest to process and analyse personal data for the administration of this trial.

### 3 How will personal data be obtained?

#### **Pupils’ data**

When schools commit to participating in the trial, they are contacted by NFER, asking them to distribute parent information letters and withdrawal forms to all parents. The schools will then provide pupil data to NFER via a secure online portal. The data will be for all pupils enrolled in Year 4 in 2019/20 (where parents have not withdrawn their child, by completing the withdrawal form). These pupils will constitute the trial cohort.

In the summer term 2020, all trial pupils and their parents will be asked to express their interest in taking part in the CU programme (if their school is randomly allocated to receive the intervention). Trial pupils will be asked to complete a baseline questionnaire and their parents will be asked to complete an expression of interest (Eol) form. Parents and pupils responses will be matched to determine their willingness to take part in CU activities. Schools will then be randomly allocated to intervention and control groups.

NFER will get back in touch with schools randomised to the intervention group and with Children’s University Trust, to share the list of pupils that are eligible volunteers (according to their and their parents’ preferences in the questionnaire and Eol) and of pupils that did not volunteer to take part in CU activities.

The school trial coordinators from the intervention schools will then upload pupil information on the CU Online platform by creating pupil accounts. This will enable pupils (and parents) in the intervention group to use the platform to log the CU activities they take part in. At the end of the intervention period, Children’s University Trust will transfer this information from the CU online platform to NFER via a secure online portal.

For all trial pupils, NFER will share pupil names, date of birth and UPNs with the Department for Education (DfE) via the Office for National Statistics (ONS) Secure Research Service (SRS). This will enable NFER to obtain further pupil data from the National Pupil Database (NPD), which will include pupil free school meals (FSM) eligibility, their Key Stage 1 and Key Stage 2 results.

In summer 2022, NFER’s test administrators will administer a follow-up questionnaire to pupils in both the intervention and control group, when they are in Year 6.

NFER will carry out light-touch case-study visits in five intervention schools. During the visits, a small number of pupils will be invited to take part in short discussion groups about their experiences of Children’s University activities.

## Data transfer

NFER uses a secure online portal to collect data electronically. The pupil questionnaires (completed on paper) will be returned to NFER using a secure courier. Parent Expressions of Interest will be submitted through an online form, on a secure platform, or will be returned to NFER using a secure courier (if completed on paper).

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

NFER will collect the following personal data about **each pupil enrolled in Year 4** in 2019/20, directly from the school:

- names
- date of birth
- Unique Pupil Number (UPN).

NFER will collect the following personal data about **each pupil enrolled in Year 4 in 2019/20 and in Year 6 in 2021/22**, through the **pupil questionnaire**:

- amount and types of extra-curricular activities pupil usually take part in
- pupil's willingness to take part in CU programme activities
- pupil's self-belief/confidence/resilience
- pupil's future life aspiration/goal orientation
- pupil's essential skills (problem solving and/or leadership/team work/social skills)
- pupil's motivation to learn in and outside classroom.

Children's University Trust will collect the following personal data about **each pupil taking part in Children's University** through the **CU Online** platform:

- names
- date of birth
- Unique Pupil Number (UPN)
- Year group
- Gender
- School details
- number and range of CU activities taken part in, and hours spent
- certificates and levels of graduation, i.e. Bronze, Silver or Gold level at Undergraduate, Postgraduate or Doctorate levels

NFER will collect the following personal data for **all pupils in the trial cohort** from the **National Pupil Database (NPD)**:

- Free school meals (FSM) eligibility

- Key Stage 1 maths and reading results (KS1, academic year 2017-18)
- Key Stage 2 maths and reading results (KS2, academic year 2021-22).

To obtain the information from the NPD, NFER will provide the Data Sharing Team at the DfE with the names of the pupils, their dates of birth and UPNs, allowing a match to NPD. After the matching process has taken place, NFER will then analyse this data using the Secure Research Service (SRS) based at the Office of National Statistics (ONS). NFER will access the data for analysis through the SRS secure online system. The SRS system does not allow users to remove or copy data from its servers.

## 5 Who will personal data be shared with?

Intervention schools' pupil data (administrative pupil data and data from CU online platform) will be shared between NFER and Children's University Trust, using NFER's secure data portal. Local Children's Universities will also have access to the CU online platform.

NFER will share trial pupils' names, dates of birth and UPNs with the NPD team in order to access and analyse pupil NPD data. This will be done using a secure email system, and the data will be encrypted and saved to secure servers (also see section 4, above). NFER will not share any NPD data with Children's University Trust.

After three months from the completion of the study, all of the matched data (i.e. pupil administrative data, NPD data and questionnaire data) will be added to the EEF archive and then 'de-identified'<sup>1</sup>. This means your child's name and date of birth (and any additional identifiers) will be removed. This data is archived to allow for further research. At this point, EEF becomes fully responsible for the data (sole data controller) and NFER and Children's University Trust are no longer the data controllers.

At the time of writing, a process is being agreed with the DfE and the ONS for transferring the EEF archive to the ONS. The de-identified datasets from this project will, in time, be added to the EEF archive. The EEF archive is hosted by the ONS and managed by the EEF archive manager. Other research teams may use the de-identified data as part of subsequent research through the ONS Approved Researcher Scheme<sup>2</sup>. The Approved Researcher Scheme is used by the ONS to grant secure access to data that cannot be published openly, for statistical research purposes, as permitted by the Statistics and Registration Service Act 2007 (SRSA).

NFER will not share personal data collected through telephone interviews with Children's University Trust or EEF.

**No parent or child will be named in any report for this project.**

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<sup>1</sup> De-identified means that direct and known indirect identifiers have been removed or manipulated to break the linkage to real world identities. For this research, names, dates of birth and unique pupil number (UPN) are removed from data before it is made available to researchers accessing the archive.

<sup>2</sup> <https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/approvedresearcherscheme>

## 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?

Data is not kept longer than is necessary and is deleted in accordance with NFER's and Children's University Trust's internal policy.

NFER and Children's University Trust will delete any personal data relating to the delivery of the trial and its evaluation one year from the publication of the final report (due for publication in 2023). If children and schools choose to continue to be part of Children's University beyond the trial, data entered into the Children's University Online will continue to be stored and processed there. Once NFER and Children's University Trust delete the data, EEF will become the only organisation responsible for the archived data (as sole data controller).

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

A pupil can be withdrawn from the trial and/or from their data being used in the trial at any time. Parents will be provided with a parent letter about the project which will explain how their child's data will be collected, used and how they can withdraw from data collection and processing.

NFER appreciates parents' and participants' support in collecting the data since it is very important for the validity of the results. Should your school withdraw from the evaluation (i.e. decide not to engage in Children's University if in the intervention group, or complete intervention or control pupil questionnaires), NFER will still use the evaluation data provided up to that point and access NPD data for the school unless you indicate otherwise.

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 child's data or correct errors in it, please contact [CUtrial@nfer.ac.uk](mailto:CUtrial@nfer.ac.uk).

In certain circumstances, you have the right to restrict or object to processing. You also have the right to make a subject access request to see all the information held about your child. NFER and Children's University Trust will cooperate fully when a subject access request (SAR) is made. To exercise these rights, please contact NFER's Compliance Officer at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk) or the CEO and Director of Partnerships at the Children's University Trust: [helen.odonnell@childrensuniversity.co.uk](mailto:helen.odonnell@childrensuniversity.co.uk).

## 9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the trial. If you have any queries please contact [CUtrial@nfer.ac.uk](mailto:CUtrial@nfer.ac.uk) or call 01753 637252.

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or Children's University Trust 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 Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on January 24, 2020.