

Evaluation of Children’s University Privacy notice for staff in schools and local Children’s Universities

1 Why are we collecting this data?

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 (CU) programme, using a randomised controlled trial (RCT). The programme aims to improve the aspirations and attainment of pupils by encouraging, tracking and celebrating participation in learning activities beyond the normal school day. Local Children’s Universities 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 trial aims to ascertain the impact of the intervention on pupils’ attainment in reading and maths, and the impact on pupil attitudes such as pupil 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 and delivery of the CU programme. NFER is the independent evaluator. Children’s University Trust and NFER are the joint data controllers. Participating local Children’s Universities are the data processors.

This document outlines how personal data of school staff and local Children’s University staff will be collected and processed as part of the trial. Schools will also have a key role in the collection of pupils and parents’ data, so it is important for them to have a clear view of the processes involved. Please consult the parents’ privacy notice for details about how pupils and parents’ data will be collected in schools.

Please find the parents’ privacy notice at the following link:
https://www.nfer.ac.uk/eecu_parents_privacy_notice

2 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by GDPR Article 6 (1) (f):

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.

A legitimate interest assessment has been undertaken. The evaluation fulfils one of NFER’s core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and provides evidence about the impact of extra-curricular activities on children’s lives. 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. The research cannot be done without processing personal data but processing does not override the data subject's interests.

3 How will personal data be obtained?

Local CUs

For each participating local Children's University, NFER will collect names and contact details for the Children's University managers.

School staff

Local Children's Universities, on behalf of the Children's University Trust, will collect expressions of interest from schools interested in participating in the trial. This will include name and contact details of the school's headteacher and of the school staff member who expresses the interest.

If the schools decide to go forward and participate in the trial, a Memorandum of Understanding (MoU) will be completed. It confirms the headteacher details and provides the name and contact details of the member of staff nominated as the trial coordinator. The signed MoU documents will be collected by local Children's Universities. The information for all the schools will be collated by the Children's University Trust.

Information about usual practice, implementation and perceptions will be collected directly from nominated staff. NFER will use different surveys in schools in the intervention and control groups. NFER will carry out five light-touch case-study visits and telephone interviews in intervention schools. During the visits, interviews will be used to collect staff views about the trial. In addition to this, local Children's Universities will administer cost proformas in the intervention schools.

Data transfer

Children's University Trust and local Children's Universities will be collecting expressions of interest and, for participating schools, MOUs and proformas via email. NFER will use a secure online portal to collect data electronically. Staff surveys will be completed online on a secure survey platform.

4 What personal data is being collected by this project?

Local Children's Universities

NFER will collect the following personal data from each local Children's University:

- local Children's University manager names and title
- local Children's University manager contact details.

Schools

NFER and Children's University Trust (via local Children's Universities) will collect the following personal data for the school staff member who expresses the interest, the headteacher and the trial coordinator in each school:

- names and title
- contact details
- job title.
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For staff in schools randomised to the intervention group, in addition to the personal data listed above, the following will be collected by NFER:

- views about the intervention
- perception of CU support
- perceived outcomes for their pupils and school
- monetary cost and staff time in delivering CU.

NFER will collect this data to evaluate the outcomes of the trial and to liaise with the individuals for the evaluation. For example, names and email addresses will be collected so that NFER can send the link to online questionnaires directly to individual members of staff.

Local Children's Universities will collect the monetary cost and staff time in delivering CU via cost proformas.

5 Who will personal data be shared with?

School names, school staff contact details and local Children's Universities' staff details will be shared between NFER and Children's University Trust using NFER's secure data portal. Children's University Trust and local Children's Universities may share data, via email, in order to deliver the Children's University programme.

Local Children's Universities will share data about schools' monetary cost and staff time in delivering CU with Children's University Trust and NFER.

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

6 Is personal data being transferred to third countries?

No personal data is stored to third countries. Questback, the secure survey software may transfer data to the European Union.

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 2024). 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 retain the sole data controller responsibility for the archived data.

8 Can I stop my personal data being used?

Schools, school staff and local CU staff can withdraw from the trial and/or from their data being used in the trial at any time. NFER appreciates schools’ and participants’ support in collecting the data since it is very important for the validity of the results. Should you/your school withdraw from the evaluation (i.e. decide not to engage in Children’s University if in the intervention group or complete questionnaires), NFER will still use the evaluation data you have provided up to that point unless you indicate otherwise.

NFER handles personal data in accordance with the rights given to individuals under the data protection legislation. If at any time you wish us to withdraw your data or correct errors in it, please contact us at CUtrial@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 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 or the CEO and Director of Partnerships at the Children’s University Trust: 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 or call 01753 637429.

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). If you are still dissatisfied, 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 keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.

This version was last updated on May 17, 2021 and includes an update on how the cost data will be collected and shared between organisations and of contact details for NFER.

Previous updates on October 30, 2020 reflected changes to the trial caused by Covid-19 where the evaluation was delayed by one academic year.