

Reception baseline assessment early adopter year: privacy notice – staff data

Who are we and why are we collecting this data?

The National Foundation for Educational Research (NFER) is contracted by the Department for Education (DfE) to develop and deliver the [reception baseline assessment \(RBA\)](#)¹. Following the decision to postpone statutory introduction of this assessment until academic year 2021/22, schools are able to take part in an early adopter year, to practise the delivery of the RBA.

This privacy notice relates to the collection of personal data for school staff from the RBA early adopter year in the 2020/21 academic year. NFER will use this data to:

- communicate with schools about the administration of the assessment
- create user accounts on the Baseline e-Portal (BeP)
- investigate data stories
- organise observation visits

Who is this project sponsored and funded by?

This project is being carried out by NFER on behalf of the Standards and Testing Agency (STA), which is an executive agency of DfE.

As data controller, STA decides how and what data will be collected and analysed for the early adopter year.

As data processor, NFER follows STA's instruction on how personal data should be handled.

What is the legal basis for processing the data?

For the processing of personal data, the relevant condition is the General Data Protection Regulation (GDPR) Article 6 (1) (e) Public task.

What data will be collected?

We will collect and hold the following data for staff involved in the administration of the RBA:

- name
- email address (for the school's main contact only)

¹ RBA: www.gov.uk/guidance/reception-baseline-assessment

Are any sub-processors being used?

NFER uses Amazon Web Services to host the BeP.

If we need to share any data collected as part of the RBA early adopter year with other organisations, DfE will ensure that it is ethical and complies with relevant data protection legislation. As part of the robust approvals process, senior data and legal experts within DfE's data sharing approval panel assess the application for public benefit, proportionality, legal underpinning and strict information security standards.

Is personal data being transferred outside of the European Economic Area (EEA)?

No personal data is stored or transferred outside of the EEA.

How long will we keep the data?

NFER will retain the data until January 2022.

Can I stop my personal data being used?

DfE, STA and NFER handle personal data in accordance with the rights given to individuals under data protection legislation. Under certain circumstances, you have the right:

- to request access to information that we hold about you (subject access request)
- 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 (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Who can I contact about the use of personal data?

As an executive agency of DfE, STA determines the purposes and means of processing personal data as part of the RBA early adopter year.

If you have any questions about how we use your personal information, please [contact DfE](#)² and quote 'Use of reception baseline assessment data' as a reference. If you want to contact the Data Protection Officer (DPO), please [contact DfE](#)² and mark it 'for the attention of the DPO'.

NFER is responsible for the day-to-day management of the RBA early adopter year. If you have any queries relating to the processing of your data, as part of your school's participation in the early adopter year, please contact the reception baseline compliance team on rbacompliance@nfer.ac.uk.

You have the right to lodge a complaint about data protection issues with the Information Commissioner's Office (ICO). For more information, visit the [ICO website](#)³.

² Contact DfE: www.gov.uk/contact-dfe

³ ICO: <https://ico.org.uk/make-a-complaint/>