

Pupil Wellbeing and Persistent Absence Privacy Notice for School Staff

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) has received funding from the Nuffield Foundation to undertake research into the potential relationship between pupil wellbeing and increased persistent absenteeism for secondary school pupils in England.

The research is taking place from April 2025 to December 2026. You are receiving this information because your school is being invited to participate in this research as a case study (please see the [school information sheet](#) for further details).

This document outlines how **staff personal data** will be collected from schools and processed for the purposes of this research. There are **separate privacy notices for pupils and parents/carers**, which cover the personal data collected about them as part of this research.

NFER decides how the personal data of school staff will be used and is the data controller.

2 What is the legal basis for processing activities?

To process this personal data, our legal reason for collecting or processing this data is:

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 research fulfils one of NFER's core business purposes (undertaking research, evaluation, and information activities). It has broader societal benefits and will contribute to improving the lives of young people by helping us understand the impact of pupil wellbeing on school attendance. We cannot undertake this research without processing personal data, but NFER will ensure your rights are protected.

3 How will personal data be obtained?

We will use publicly available generic school contact details or direct contact details from our advisory board members to approach schools to participate in this research. If they agree, then we will collect the additional information we need directly from school staff members.

4 What personal data is being collected by this project?

The following school staff data will be collected from schools when a school signs up to become a case study school to facilitate the evaluation activities:

- Full name and contact details of the Headteacher
- Full name, job role, and contact details of the school staff member(s) being interviewed as part of the case study

This information will be used to set-up the school staff member interviews and arrange the case study visits. The interviews will be audio recorded using an audio recorder or Microsoft Teams to aid notetaking and ensure we have an accurate record of the session. Personal data (such as names) of teachers participating in the interviews will be removed prior to the analysis.

5 Who will personal data be shared with?

No school staff personal data will be shared with anyone beyond the research team at NFER. We will write publicly available reports about our research findings, but no individuals or schools will be named in these reports.

Microsoft Teams will be used for online interviews. The privacy notice for Microsoft Teams can be found here: <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>

6 Is personal data being transferred outside of the UK?

NFER only stores personal data in the UK.

7 How long will personal data be retained?

NFER will delete any personal data collected as part of this research within one year of publication of the final report. This deletion process is currently planned for December 2027.

Interview recordings will be deleted once the notes have been finalised and analysis completed. We anticipate that this will be within six months of the interview taking place.

If schools are approached but tell us they do not participate then we will delete any personal data from that school at this point.

8 What are my rights with respect to personal data?

NFER handles personal data in accordance with the rights given to individuals under data protection legislation. Under certain circumstances data subjects have the right:

- to request access to information that is held about them (a data subject access request)
- to have 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 processing of personal data (for example, permitting its storage but no further processing)
- to object to processing
- to data portability
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This helps us ensure that personal information is not disclosed to any person who has no right to receive it.

Please note that requests for access, withdrawal or corrections will not be possible after the data have been anonymised (that is when the data from the interviews is anonymised prior to analysis).

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the evaluation. If you have any queries about the project, please contact the NFER project team by email at attendance@nfer.ac.uk.

To exercise any of your data protection rights or to express concerns about the way this research processes personal data, please contact our Compliance Officer – compliance@nfer.ac.uk. If you remain dissatisfied, you have the right to lodge a complaint about data protection issues with 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 keep our privacy notice under regular review to make sure it is up to date and accurate; any changes will be recorded. 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.