
Privacy Notice for work related to NFER's T Levels webinar on the implications of Covid-19 for student recruitment

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is exploring how T Level providers are continuing to prepare to deliver T Levels from September 2020 within the context of Covid-19. In the **first stage of this work**, we invited T Level providers to share their views on how they are continuing to prepare to deliver T Levels from September 2020 and how Covid-19 may be impacting upon this preparation. Representatives from sector organisations were also invited to offer their perspective on how they believe providers are continuing to prepare for T Level delivery during this time. Provider and sector representatives were asked to respond to a small number of questions, which had a particular focus on student recruitment. These questions collected data in order to:

- explore providers' readiness to deliver T Levels
- understand how student awareness raising and recruitment is progressing
- explore any external support that has been provided to assist providers with student recruitment
- inform the facilitation of a webinar, described below.

The **second stage of the work is to run a webinar** focusing on student recruitment in the context of Covid-19 and the data collected from the initial questions will inform the content and facilitation of this webinar. The first T Level providers and sector representatives will be invited to attend this invite-only webinar on 29th June 2020. The webinar will involve lead contributions from panelists, followed by a Q&A session where participants will be encouraged to contribute to discussions on the implications of Covid-19 on student recruitment, how implications are being addressed and thoughts on next steps.

Following the webinar, a range of dissemination activities will be organised based on the top-level findings from the webinar and the initial data collection. This will include mention of the top-level findings within outputs such as briefings, reports, articles and blogs in which all data will be presented anonymously.

For the purpose of data protection legislation, NFER is the Data Controller.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

- GDPR Article 6 (1) (f) which states that ‘processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interest are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of the personal data’.

We have carried out a legitimate interest assessment which demonstrates that our consultation fulfils one of NFER’s core business purposes (undertaking research, evaluation and information activities). It also has wider social benefit and will enable NFER and other professional organisations to access up to the minute responses in relation to the current crisis and thus contribute to improving the lives of learners. The consultation cannot be undertaken without processing personal data but should not cause damage or distress to data subjects.

3 How will personal data be obtained?

This study continues NFER’s T Levels research. We will draw on the provider and sector representative contacts made during the first phase of our research and collect further views and opinion through a small set of questions followed by a facilitated webinar.

4 What personal data is being collected by this project?

The personal data being processed during this project includes:

- the contact details (name, email address and telephone number) and role of staff responsible for T Levels within provider and sector organisations
- the views of staff within T Level provider and sector representative organisations on levels of preparedness for implementation, particularly in relation to student recruitment.

5 Who will personal data be shared with?

NFER will not share any personal data processed as part of this research but we will use a number of third parties tools.

The initial set of questions were administered using Survey Monkey which collected data subjects’ responses. Survey Monkey’s privacy policy can be accessed via the following link:

<https://www.surveymonkey.co.uk/mp/legal/privacy-policy/>

The closed webinar that we will run in June 2020 for T Level providers and sector representatives will include a short presentation of the findings from the initial questions we asked of providers and

sector representatives. This will be a high-level overview based on anonymised findings. No individual, provider or sector representative organisation will be identifiable from the presentation, unless permission has explicitly been given by the data subject.

Consultees' contact details will be used to invite them to the webinar, run using WebEx events. Further information about how WebEx processes personal data is available at the following link: <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>

Following the webinar, a range of dissemination activities will be organised based on the findings of the webinar and the initial data collection exercise. This will include mention of the top-level findings within outputs such as briefings, reports, articles and blogs in which all data will be presented anonymously. No individual, provider or sector representative organisation will be identifiable within outputs, unless permission has explicitly been given by the data subject.

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

NFER stores all of its data in the UK.

Survey Monkey may transfer personal data to the USA. This transfer is covered by safeguards including use of the European Commission's Standard Contractual Clauses and compliance with the EU-U.S. Privacy Shield Framework (see their privacy notice for further information).

WebEx commits to keeping the customer data of sites provisioned in European Data Centre within in the EU. However should it be necessary to transfer data outside of the EU, such transfer is covered by the use of appropriate safeguards. (See their privacy notice for further information – a link to it is included above).

7 How long will personal data be retained?

NFER will delete any personal data within one year of the study, by June 2021.

Any personal data in WebEx, used to administer the webinar, will be deleted within one month.

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 Suzanne Straw at NFER: s.straw@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.

Invitations to respond to questions and attend the webinar have been sent to providers and sector representatives with whom we have an existing relationship from our ongoing research on providers' preparations for the delivery of T Levels from September 2020. If you would no longer like to be involved within this research, please contact Eleanor Bradley (e.bradley@nfer.ac.uk). Your details will be removed and you will not be contacted about further research activity on preparing for T Level delivery.

9 Who can I contact about this project?

NFER will determine the purposes and means of processing personal data as part of this project. The Research Director is Suzanne Straw who can be contacted at: s.straw@nfer.ac.uk with any queries.

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.