



# Privacy Notice for the Evaluation of School Incentive Payments for Mentor Training (part of the Evaluation of the Early Roll-Out of the Early Career Framework)

The purpose of this document is to explain what information (data) about teachers will be collected as part of this research, why we are collecting it and who is responsible for keeping it safe.

The National Foundation for Educational Research (NFER) and Ambition Institute are joint data controllers for this data. This means they are jointly responsibly for deciding how any personal data is used and for keeping it safe.

## 1 Why are we collecting this data?

NFER and Ambition Institute are collecting personal data to be able to measure the impact of incentive payments made to schools to facilitate mentor training. The incentive payment is part of the early roll-out of the Department for Education’s (DfE’s) Early Career Framework (ECF). Each early career teacher has an in-school mentor who supports them and coaches them through their first two years of teaching. The incentive payment for schools is to encourage higher levels of mentor engagement in the programme (specifically in the mentor training element) through covering costs associated with mentors attending the training.

The DfE’s ECF sets out what newly qualified teachers need to learn in their first two years of teaching. It is underpinned by the Full Induction Programme (FIP) - an extended, two-year package of professional development, designed to support early career teachers to remain in the profession. The support includes time off timetable, training and self-study materials, and additional mentoring. Participation in the early roll-out of the ECF is open to all primary and secondary schools in these areas to support their early career teachers from September 2020.

The Education Endowment Foundation (EEF) has been asked to commission an evaluation of the early roll-out of the ECF by the DfE. As part of this, the EEF has asked NFER to run this randomised controlled trial to measure the impact of paying a financial incentive to schools to support in-school mentors to attend their training as part of the programme. A randomised controlled trial means that once schools have agreed to take part in the research, half will be randomly selected to receive the incentive payment (intervention group) and the other half will not (control group).

NFER will collect personal data for this trial from Ambition Institute. Ambition Institute and the DfE collect personal data via Ambition Institute’s online platform in order to effectively deliver, monitor

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and evaluate the programme. Further details of Ambition Institute’s data collection can be found in their privacy notice: <https://www.ambition.org.uk/cookies/>.

NFER will collect data from Ambition Institute to measure how much training mentors have completed. NFER will be collecting data about mentors and their training (via Ambition Institute), from all schools in the trial (both intervention and control schools). NFER will collect personal data on key people in schools for all the schools on the programme from Ambition Institute in order to invite schools to take part in the trial. NFER will also collect personal data from teachers (names) via an online webform when schools sign up to the trial.

## 2 Who is this research project funded by?

The EEF are funding the school incentive payments trial as part of the evaluation of the early roll-out of the ECF. The DfE are funding the delivery of the ECF and paying the incentives to the schools. The NFER is independently evaluating the school incentive payments, on behalf of the EEF.

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

The legal basis for processing teacher 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.*

We have carried out a legitimate interest assessment, which demonstrates that the evaluation fulfils one of NFER’s core business purposes (undertaking research, evaluation and information activities) and will not cause damage or distress to the data subjects. It has broader societal benefits as it will help us understand the role of incentive payments to schools to support engagement in mentor training. Improving mentor engagement potentially has an important role in improving the support provided to early career teachers in their first two years teaching.

It is also in the legitimate interests of Ambition Institute in supporting the delivery, monitoring and evaluation of the programme. See the privacy notice for the early roll-out of the ECF for Ambition Institute for more information: <https://www.ambition.org.uk/cookies/>.

## 4 How will personal data be obtained?

Some personal data will be collected directly from schools; other personal data will be provided by Ambition Institute.

Ambition Institute will provide NFER with details of the schools participating in the early roll-out of the ECF. NFER will use these details to contact schools and offer them the opportunity to

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participate in the school incentive payments trial. Ambition Institute will also provide NFER with information about in-school mentors.

When schools sign up to the trial, an online form will be used to collect further personal data.

## 5 What personal data is being collected for this project?

Ambition Institute will provide NFER with the following personal data to allow them to contact schools to recruit them to the trial. This will include:

- School name
- School address
- School URN or DfE number
- Name of school contact
- Email address of school contact
- Telephone number of school contact

When schools sign up for the trial they will be asked to provide some personal administrative data via an online webform. This will include:

- Name and contact details of staff member signing the school up for the trial
- Names of mentors with ECTs taking part in the early roll-out in the school
- Whether the school is part of a Multi-Academy Trust

NFER will collect data from Ambition Institute on the in-school mentors taking part in the FIP. This will include:

- Teacher name
- Teacher Reference Number (TRN)
- School details
- Whether the mentor is still part of the FIP
- Whether the mentor has an ECT who is currently on the FIP
- Number of training sessions attended
- Other data related to mentor engagement with the providers' online platforms

## 6 Who will personal data be shared with?

**No school or individual will be named in any report for this project.**

School names and names of the participating induction leads is already collected by Ambition Institute and they will share this with NFER to enable NFER to recruit schools to the school

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incentive payments trial. These details will be shared securely between providers and NFER via a secure, password-protected portal. In addition, providers will periodically share programme monitoring data with NFER via NFER's secure portal. This will include data on the mentor's attendance at training events and whether they are still signed up with the FIP as well as other measures of engagement with providers' online platforms.

NFER will share details of which schools have been randomised to receive the incentive payment with DfE so that payment can be processed.

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

No personal data for this evaluation is being stored or transferred outside of the EEA.

## 8 How long will personal data be retained?

NFER will not keep personal data longer than is necessary for the school incentive payments trial.

Teacher data collected by Ambition Institute is not specific to this project and therefore is covered by their privacy notice (see: <https://www.ambition.org.uk/cookies/>).

NFER will delete all personal data within one year of report publication currently expected to be Autumn 2021. Personal data collected as part of the school contact details (in order for NFER to invite schools to participate in the trial) will be deleted within three months of randomisation. Interim findings will be presented to the EEF in an update report in spring term 2021. The trial will run from September 2020 to October 2021.

## 9 What rights do I have over my personal data being used for the purpose of the trial?

Participants can withdraw from the programme and/or from their data being processed at any time. The DfE, The EEF, Ambition Institute and NFER appreciate schools' and staff's support in collecting the data since it is very important for the validity of the results. Should you withdraw from the programme or the evaluation, any personal data you have provided up to that point will still be used unless you indicate otherwise.

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

If at any time you wish us to exercise any of these rights, please contact Priscilla Antwi on [ECTMentorstrial@nfer.ac.uk](mailto:ECTMentorstrial@nfer.ac.uk) or NFER's Compliance Officer on [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk) with any queries.

## 10 Who can I contact about this project?

NFER is responsible for the day-to-day management of this trial. Contact Priscilla Antwi on [ECTMentorstrial@nfer.ac.uk](mailto:ECTMentorstrial@nfer.ac.uk) with any queries.

If you have a concern about the way this evaluation processes personal data, we request that you raise your concern with us 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/>.

## 11 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 6 October 2020.