
Privacy Notice for Participating in NFER Projects

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking a survey to understand how easy or difficult schools who have recently participated in research projects found each step of the process. The purpose of this survey is to identify key areas for improvement. This privacy notice relates to the NFER's collection of personal data from individuals who are taking part in the survey.

NFER will use this data to:

- understand how easy or difficult schools have found different steps of the processes involved in participating in our research projects.
- Identify key areas for improvement and to scope and review operational improvements.

NFER is the data controller for the personal data collected in this survey.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is:

- 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.

We have carried out a legitimate interest assessment, which demonstrates that the survey fulfils one of the NFER's core business purposes (undertaking research, evaluation and information activities). It will help NFER improve its practice. The trial cannot be done without processing personal data but processing does not override the data subject's interests.

3 How will personal data be obtained?

NFER will collect personal data via an online survey. Schools will receive an email invitation with the survey link and multiple teachers will be able to complete the survey.

4 What personal data is being collected by this project?

We will be collecting personal data from the school staff members, which includes:

- Name
- School email address
- School name
- Job title
- Views and experiences of working with NFER

The name and email address will be collected for all survey respondents who wish to be thanked for their participation by entering the prize draw to win a £100 Amazon voucher.

5 Who will personal data be shared with?

The participant information we collect from staff will be treated in confidence and will only be used within NFER to identify key areas for improvement in our research project processes. The aggregated reporting will be used for analysis and full responses limited to the project team.

NFER uses a secure online survey tool, Questback, to administer the survey. Questback's privacy notice is available [here](#). Please note that Questback's data is stored in Germany.

The personal data collected for this research project will not be used for any other purpose.

6 Is personal data being transferred outside of the UK??

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

7 How long will personal data be retained?

We will only keep your personal data for as long as we need it for the purpose of this piece of work, after which point it will be securely destroyed.

This project is due to end in June 2025 at which point all participant data will be deleted.

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 have the right to submit a complaint to the ICO if NFER cannot satisfy a request to delete or remove personal data.
- 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.

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Please contact Holly Critchley at participation@nfer.ac.uk with any queries.

If you have concerns about the way NFER processes personal data, please raise your concern by contacting the 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 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.