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# Privacy notice for teachers and school staff for the national curriculum technical pre-tests 2024

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## 1 Why are we collecting this data?

The Standards and Testing Agency (STA), which is an executive agency of the Department for Education (DfE) has appointed the National Foundation for Educational Research (NFER) as one its trialling agencies to carry out the administration of the 2024 KS1 and KS2 technical pre-tests. The purpose of these trials is to produce robust and reliable tests for possible future use in the KS1 and KS2 national curriculum assessments in English reading, English grammar, punctuation and spelling, and mathematics.

This document outlines how school staff's personal data will be collected and processed for their administration.

The project also collects pupil data. For information about how it is processed please see the privacy notice covering pupil data here:

<https://www.gov.uk/government/publications/privacy-notice-key-stage-1-and-key-stage-2-item-validation-trials-and-technical-pre-tests/privacy-notice-key-stage-1-and-key-stage-2-item-validation-trials-and-technical-pre-tests>

STA is the data controller and is responsible for determining how personal data used in this project should be treated. NFER, as data processor, follows STA's instructions on how personal data should be handled.

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

The legal basis for processing the personal data used and collected during the trials is covered by the following [General Data Protection Regulation \(GDPR\) article](#):

- 'GDPR Article 6 (1) (e) which states that the processing is necessary for the exercise of a function of a government department, specifically, the requirement of the DfE to provide an effective and robust testing, assessment and moderation system to measure and monitor pupils' progress and attainment through primary school from reception to the end of KS2.'

### **3 What personal data will be collected?**

NFER will collect data (name, job title and contact details) about a nominated named teacher or member of school staff within a participating school and a back-up contact so that we can liaise with them about this trial.

NFER will ask school staff to complete a short questionnaire asking for feedback and opinions about the test materials.

### **4 How will personal data be obtained?**

NFER will collect personal data about school staff directly from participating schools and teachers.

### **5 Who will personal data be shared with?**

Personal data about teachers and school staff is not shared with STA.

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

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

### **7 How long will personal data be retained?**

Data collected for the project will be stored in the NFER systems for up to 6 months after the completion of the trial. This is currently expected to be until March 2025 at which point it will be securely deleted.

### **8 Individual rights**

NFER handles 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

You can read further information about your data protection rights at the Information Commissioner’s Office (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

## 9 Who can I contact about this project?

As an executive agency of DfE, STA determines the purposes of processing personal data as part of the technical pre-test.

If you have any questions about how we use your personal information, please contact [DfE](#) and quote ‘Use of technical pre-test data’ as a reference. If you want to contact the Data Protection Officer (DPO), please contact [DfE](#) and mark it ‘for the attention of the DPO’.

NFER is responsible for the day-to-day management of this project. If you have any queries relating to the processing of your data, please contact the project team on [TPTtrials@nfer.ac.uk](mailto:TPTtrials@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 (ICO), the body responsible for enforcing data protection legislation in the UK. For more information, visit the [ICO website](#).

## 10 Updates

We keep this privacy notice under review to make sure it is up to date and accurate.

The date when this privacy notice was last updated is shown in the footer at the bottom of this document.