

Privacy Notice for Interview, Focus Groups and Case Studies for “A study of multi-grade teaching in English primary schools”

Please note: This notice was originally prepared in Spring 2026 while researchers at the University of Nottingham were working on this project. Those researchers will move from the University of Nottingham to Manchester Metropolitan University in September 2026. Arrangements are being made for them to continue their work at Manchester Metropolitan University. This notice will be updated in future to confirm these new arrangements.

What information will you collect about me?

For this project we will need to collect personal information in order to organise and analyse data from interviews, focus groups and observations. The personal data we will collect are as follows:

- your name and signature (where individual consent forms have been completed)
- contact details and place of work
- personal attributes (gender)
- audio recording of your responses in interviews (and video if the interview takes place over Teams).

On this project, we may collect special category data. We do not intend to ask questions specifically focused on collecting such data. However, we are recording our interviews and case studies. We could therefore collect special category data if it was offered freely by a research participants (such as political opinions, religious or philosophical beliefs, trade union memberships, and ethnicity).

Under what legal basis are you collecting this information?

The legal basis for processing personal data is Article 6(1a) consent of the data subject.

The legal process for processing special category data (where applicable) is Article 9(2a) consent the data subject.

Will my personal information be protected?

The University of Nottingham (UoN) and the National Foundation for Educational Research (NFER) are joint data controllers for this research into mixed aged classes in primary schools deciding what personal data is required and how it is used. Full information is available on this [project page](#).

At UoN, the University Data Protection Officer has oversight of university activities involving the processing of personal data and can be contacted at

dpo@nottingham.ac.uk. NFER's Head of Data Security (contactable at compliance@nfer.ac.uk) undertakes the same tasks.

Both organisation have a range of technical and organisational measures in place to protect personal data. These include where possible the University of Nottingham only sharing data anonymised outputs from interviews, focus groups and observations with NFER. This takes the form of summative reports and case studies.

The data collected is protected in the following way:

- Consent forms will be stored electronically (where paper copies are completed these are scanned then destroyed). Electronic files, audio recordings and video recordings are stored on a secure SharePoint site on University of Nottingham servers and only members of the Research Team will have access to the files. Transcriptions of recordings are created using University automatic transcription software stored securely with other files.
- All files and transcription will be anonymised with all schools, organisations and persons referred to using pseudonyms. Transcriptions are also redacted as appropriate to protect your anonymity as a participant in the project as well as to ensure that no other persons or organisations/schools are named in the transcript. All schools, organisations and persons will be referred to using pseudonyms in all reports or other publications. Files containing personal information that link to anonymized data are stored separately and will be destroyed three months after the end of the project in October 2027.
- Where the research funder requires that anonymised and redacted data be stored in a publicly accessible repository (e.g., the UK Data Archive) it may be further processed for archiving purposes in the public interest, or for historical, scientific or statistical purposes.

Potential Disclosures

If during our conversation you reveal any information which means you may be at risk of harming yourself or others, we will be required to break confidentiality in order to put you in touch with the correct support. If, during the study, you disclose information about misconduct we have a professional obligation to report this and will need to inform your employer. If, during the study, you disclose information about any current or future illegal activities, we have a legal obligation to report this and will therefore need to inform the relevant authorities.

What are my rights in relation to the information you will collect about me?

You have a number of rights under data protection law regarding your personal information. You can request to see a copy of information we hold about you such as recordings, transcripts of your interview by contacting the project's Senior Research Fellow: mike.collins@nottingham.ac.uk.

For information about the University's obligations with respect to your data, who you can get in touch with and your rights as a data subject, please visit:

<https://www.nottingham.ac.uk/utilities/privacy.aspx>.

NFER's approach to data protection is summarised [here](#) including how you may access and seek correction of your personal information or complain about a misuse of your personal information.

What if I have questions or if something goes wrong?

- If you have a question or complaint that you wish to direct to members of the research team, please contact: Professor Toby Greany, School of Education, Jubilee Campus, University of Nottingham, Nottingham, NG8 1BB Email: toby.greany@nottingham.ac.uk
- If you wish to make a complaint to someone independent of the research team at the University of Nottingham, please contact: educationresearchethics@nottingham.ac.uk
- If you have any queries about the NFER's processing of personal data, please contact our Compliance Officer (compliance@nfer.ac.uk).
- If you remain dissatisfied, you also have a right to raise a complaint about data protection issues to the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK:
<https://ico.org.uk/make-a-complaint/> Tel 0303 123 1113