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## Inspiring Futures Evaluation

### Privacy Notice for Students and their Parents/Carers

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#### 1 Who is collecting the data and why?

The National Foundation for Educational Research (NFER) has received funding from The Rigby Foundation to undertake an evaluation of the Inspiring Futures programme. Inspiring Futures is supporting your school or college by partnering with charities to provide students with mental health and wellbeing support, academic tutoring, skills development, and guidance and experience for post-16 pathways.

Your school or college is helping us with this evaluation by allowing us to undertake a case study visit to your school or college. As part of this visit, we would like to you to take part in one of the following activities:

- a discussion group
- an individual or paired interview

This document outlines how information about you (known as **personal data**) will be collected, used and kept safe for the purposes of this research.

This work is being done by The National Foundation for Educational Research (NFER), for The Rigby Foundation, the data controller (the body that makes decisions about what is personal data is required and how it is used). NFER is a data processor – so follows the instructions of the Rigby Foundation to meet the evaluation aims.

#### 2 How will my personal data be collected?

The research will involve a visit to your school or college from the NFER research team. We will ask your school or college to invite pupils to take part in either an individual interview, paired interview or discussion group with us.

Taking part is up to you.

If you are aged 16-19, we will only collect your personal data if you have completed the **Interview or Discussion Group agreement form**.

If you are aged 11-16, we will only collect your personal data if your **parent or carer** has completed the **Interview or Discussion Group agreement form**, and you agree verbally to take part in the activities.

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

We are collecting the following information from all pupils taking part in either an interview or focus group with us:

- Full name
- Class name and year group
- Whether you are eligible for Free School Meals
- Your experience and views of the Inspiring Futures programme you have taken part in
- Parent/carer name and signature if applicable (this will be on the parent/carer agreement form for students under the age of 16 years)

We will visit your school or college to run the interview or focus group with you. We will audio record the discussion to help us take accurate notes. We will remove or change your name before undertaking the analysis.

### 4 Who will my personal data be shared with?

We will not share your personal data with anyone outside of the research team at NFER. We will not name any pupils, schools or colleges in any reports about our research findings.

### 5 Is this allowed<sup>1</sup> (legal basis for processing)?

NFER is allowed to collect this data to help with this research because:

- The Rigby Foundation reports on what it does as a charity, and works to improve what it does (that's the legitimate interest for using information about you)
- The research will help improve the lives of young people by supporting the development the Inspiring Futures programme for future years
- We need this information to be able to undertake this research
- We can use information about you without harming your rights or privacy.

There are some types of data which need more looking after as their loss or misuse could cause you harm. They are called special category data. We are not planning to collect this type of data for

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<sup>1</sup> To use personal data, organisations must follow the laws about how information about individuals is used. This includes choosing a reason, known as the legal basis, before using personal data. Different options are available for different types of personal data. We've listed the ones that have been chosen to support our research.

this project. However, it is possible that you might tell us something about your physical health, mental health, or special educational needs or disabilities during our discussions.

NFER is allowed to process this data because:

- The topic we are exploring is of substantial public interest and the data is needed for scientific research purposes.
- We think it is unlikely that sharing this information will cause you harm or distress
- We will not be making any decisions about you based on what you tell us.

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

NFER only stores personal data in the UK.

## 7 How long will personal data be retained?

NFER will delete any personal data collected as part of the evaluation one year after we publish our final report about what we find. This is currently planned to happen in September 2029.

We will delete the interview and focus group recordings once the interview notes have been finalised.

## 8 What are my rights in relation to personal data?

The Rigby Foundation and NFER handle personal data in accordance with the rights given to individuals under data protection legislation.

This means that in some situations you have the right:

- to request access to information that is held about them (a data subject access request)
- to have personal data corrected 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 processing of personal data (for example, allowing 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 has legal or other significant effects.

We may need to request 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 shared with someone who has no right to receive it.

Please note that requests for data access, withdrawal, or corrections will not possible after your name has been removed or changed (this will happen prior to the analysis).

## 9 Who can I contact about this project?

NFER is responsible for the day-to-day management of this research. If you have any questions about the project, please ask the school or college staff member who gave you this information. Your parents/carers can also contact the research team directly.

The Rigby Foundation decides how we will use personal data in this research. To exercise any of your data protection rights or to express concerns about the way this research processes personal data, please talk to your parents/carers or teacher, who will help you contact their data protection officer at [DPO@scc.com](mailto:DPO@scc.com).

If after we have replied, 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 our privacy notice under regular review to make sure it is up to date and accurate; any changes will be recorded. 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.