

Privacy Notice for Understanding Current Practice Around Managing Teacher Workload Research Study

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking research to understand current practice around managing teacher workload. The research will take place between May and October 2023. This research is funded by the Education Endowment Foundation.

A practitioner survey will help us explore practices and strategies to manage teacher workload and their prevalence. In addition, interviews with teachers and senior leaders will provide a detailed understanding of current and potential approaches to managing workload, how they are implemented and what the perceived impacts are.

For the purpose of data protection legislation, NFER is the data controller and decides what data will be collected and how it will be used.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is:

- Article 6 (f) **Legitimate interests**: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

A legitimate interest assessment has been undertaken. It demonstrates that this research fulfils one of NFER's core business purposes (undertaking research, evaluation and information activities). In addition, it has wider social benefit as this study will add to the body of evidence on teacher workload in England, particularly for those working in schools serving areas of high disadvantage. The findings will also inform future EEF commissioning, enabling the EEF to test the impact of approaches to reducing workload and improving teacher recruitment and retention. The research cannot be done without processing personal data, but processing does not override the data subject's interests.

3 How will personal data be obtained?

Teachers and senior leaders participating in the evaluation will provide their personal data through a combination of online surveys and interviews.

Survey responses will initially be collected via NFER's Teacher Voice Panel. Panel members will be given the opportunity to take part in a follow-up interview. If they are willing, they will be asked to provide contact details.

To pilot the survey with a small number of teachers, the research team will ask NFER staff to identify potential contacts who may be willing to take part in an online piloting interview. If their contacts are happy to help, they can contact the project team directly or their details will be shared.

4 What personal data is being collected by this project?

The survey and interviews will ask teachers to provide some background information about themselves (e.g. school name, role, gender, age, year group, subject taught, degree subject and number of years teaching) and information about teaching workload including the prevalence of various workload management strategies; the purpose and perceived efficacy of these strategies; any preferred/ideal strategies; and implementation barriers and facilitators. Although this information is not directly identifiable, it could be put together to identify respondents so is classed as personal data.

To undertake follow-up interviews with a sample of teachers, participants will need to provide their name and contact details.

The survey will only collect names and email address of those willing to take part in follow-up interviews.

5 Who will personal data be shared with?

NFER will not share names or contact details with anyone.

NFER will produce a publishable report. No individual or organisation will be identifiable in NFER's report, unless permission has explicitly been given by the data subject.

The NFER will administer the survey online via Questback. Questback's privacy statement can be found at <https://www.questback.com/data-privacy/>

6 Is personal data being transferred to a third country?

NFER will not transfer any data outside of the UK/EEA.

7 How long will personal data be retained?

The anonymised data file will be created within two months of the publication of the final report (expected in October 2023).

Any personal data used for the pilot study will be deleted once it is completed.

NFER will delete any personal data within 12 months of publication of the final report, which is scheduled for October 2023. At the latest, all personal data will be deleted by April 2025.

8 Can I stop my personal data being used?

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 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.

If you contact us to exercise one of these rights, 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?

Any queries about the day-to-day management of the data processing outlined in this privacy notice, please contact Kerry Martin at NFER at k.martin@nfer.ac.uk

If you have concerns about the way this project processes personal data, please raise your concern by contacting the Compliance Officer: compliance@nfer.ac.uk

If you remain dissatisfied, 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/>

10 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 25th May 2023.