
Privacy notice for NFER Online and Paper-Based Assessments Standard Setting Panelists

1. Who are we and why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking a standard setting exercise for the NFER Online Assessments and NFER paper-based assessments. This privacy notice relates to the NFER's collection of personal data from individuals who are applying to take part in the standard setting exercise.

NFER will use this data to:

- recruit teachers to form the standard setting panel
- inform the development of age-related expectations cut scores
- organise future research.

NFER is the data controller for the personal data processed as part of the development of its online assessment system and paper-based tests.

2. What is the legal basis for processing activities?

The legal basis for processing personal data is:

General Data Protection Regulation (GDPR) Article 6 (1) (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.

Our legitimate interest for this processing is the development of assessments, one of NFER's core business purposes. Continuous research and trials involving staff and learners is an important part of improving and delivering this assessment and support for users. We have carried out a legitimate interest assessment; confirming that we cannot carry out this work without processing personal data, but the processing does not override the data subject's interests.

If you share any information about dietary, access and other special requirements that reveals any special category data (for example about your health) with us, the legal basis for

processing is covered by GDPR Article 9 (2) (a) which states that you have 'given clear consent for you to process their personal data for a specific purpose.'

3. How will personal and special data be obtained?

Upon your application to participate in the standard setting exercise, your personal data will be requested by NFER's trials team in order to communicate with you as we prepare for the standard setting event. This data will be requested either through NFER's online survey or via direct communication from our team.

An online survey will also be used to collect post-event feedback. This can be submitted anonymously; users can submit their name and contact details if they wish.

4. What data is being collected by this project?

We will be collecting personal data from the school staff members who are applying to be on the standard setting panel. Categories of personal and special data that we will be using are:

- Forename
- Surname
- Email address
- Job title/employment information
- School address

When organising in-person events, we may need to collect information about your dietary, access and other special requirements. This means that you may share special category data (for example about your health) with us.

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 for the development of the online assessment. We will not use any personal or identifiable data in any published reports based on this research.

Surveys will be conducted using Questback. Data is stored on their servers in the EU. Further information: https://www.questback.com/assets/uploads/Survey_Privacy_Policy.pdf

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

All personal data collected by NFER is stored in 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 January 2026 at which point all participant data will be deleted.

8. Your rights

NFER handles personal data in accordance with the rights given to individuals under data protection legislation.

You have the right:

- of access
- to rectification
- to erasure
- to restrict data processing
- 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 (i.e. permitting its storage but no further processing).

To find out how you can exercise these rights please contact compliance@nfer.ac.uk.

If you have given your consent for NFER to process your data, but later wish to withdraw it, please contact the project team at ENOTqualtrial@nfer.ac.uk.

9. Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Contact the NFER Online Assessments team at ENOTqualtrial@nfer.ac.uk with any queries.

If you have a concern about the way this project processes personal data, we request that you raise your concern with us in the first instance (see the details above). If you remain dissatisfied, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website 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.