
Inspiring Futures Evaluation Privacy Notice for Charity Programme Staff

1 Why are we collecting this data?

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 charities to partner with schools and colleges to provide students with mental health and wellbeing support, academic tutoring, skills development, and guidance and experience for post-16 pathways.

As part of this evaluation, we are visiting schools or colleges that you work with. During this visit, we would like to you to take part in an 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.

2 Who is this project sponsored and funded by?

This work is being carried out by The National Foundation for Educational Research (NFER), on behalf of The Rigby Foundation, the data controller. For the purpose of data protection legislation, NFER is data processor. NFER will process personal data in accordance with the evaluation aims agreed with The Rigby Foundation.

3 What is the legal basis for processing activities?

To process this personal data, the legal reason for collecting or processing this data is:

6 (1) (f): *Legitimate interests: the processing is necessary for your (or a third party's) legitimate interests 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. The evaluation fulfils one of The Rigby Foundation's legitimate interests by helping them to report on their charitable activities, to improve the work of the charity and operate it efficiently. Specifically, it will help to understand the implementation and impact of the Inspiring Futures programme, and to improve the programme for future years.

This research cannot be undertaken without processing personal data. The Rigby Foundation and NFER will ensure your rights are protected.

4 How will personal data be obtained?

We will ask your partner school/college to invite you to take part in an interview. If you agree, they will share your name and work email to help us plan the visit. Data about your views and experiences of the Inspiring Futures programme will be collected directly from you, either during the visit or via an online interview.

5 What personal data is being collected by this project?

We are collecting the following information from charity staff participating in an interview.

- Name
- Work email address
- Your experience and views of the Inspiring Futures programme

The interviews will be audio recorded using an audio recorder or Microsoft Teams to aid notetaking and ensure we have an accurate record of the session. Personal data (such as names) of charity staff participating in the interviews will be removed prior to the analysis.

6 Who will my personal data be shared with?

No personal data of charity staff will be shared with anyone beyond the research team at NFER. We will write publicly available reports about our research findings, but no individuals, schools, colleges or charities will be named in these reports.

Microsoft Bookings will be used to set up online interviews. The privacy notice for Microsoft can be found here: <https://www.microsoft.com/en-gb/privacy/privacystatement>

Microsoft Teams will be used to undertake online interviews. The privacy notice for Microsoft Teams can be found here: <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>

7 Is personal data being transferred outside of the UK?

NFER only stores personal data in the UK.

8 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 deletion process is currently planned for September 2029.

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

9 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. 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.

The Rigby Foundation may need to request specific information from you to help them confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This helps ensure that personal information is not disclosed to any person who has no right to receive it.

Please note that requests for access, withdrawal or corrections will not be possible after the data have been anonymised (that is when the data from the interviews is anonymised prior to analysis).

10 Who can I contact about this project?

NFER is responsible for the day-to-day management of the evaluation. If you have any queries about the project, please contact Katherine Aston (NFER project lead) by email at k.aston@nfer.ac.uk.

The Rigby Foundation determines the purposes and means of processing personal data as part of this project. Their data protection officer can be contacted at DPO@scc.com.

If you have a concern about the way this project processes personal data, we request that you raise your concern with The Rigby Foundation in the first instance (see the details above). If 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/>

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or The Rigby Foundation in the first instance (see the details above). If 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/>

11 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.