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## Privacy Notice for the Tailored Support Programme Evaluation

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### 1 Why are we collecting this data?

The aim of the study is to evaluate the perceptions of school leaders, teachers, mentors and system leaders who participate in the Tailored Support Programme (TSP), in particular their perceptions of the specific strands of support offered to schools for improving teacher recruitment and retention. The study also aims to identify ‘what works’ with the TSP i.e. what initiatives are working to address teacher supply and in what context. The evaluation will explore what is working well or otherwise, key success factors, challenges and issues faced (and overcome), and improvements needed.

### 2 Who is this project sponsored and funded by?

The TSP is funded by the Department for Education (DfE). The National Foundation for Educational Research (NFER) has been commissioned by the DfE to evaluate the TSP. For the purpose of data protection legislation, NFER is data processor, and schools and the DfE will be the data controllers.

### 3 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

GDPR Article 6 (1) (e) *Public task: the processing is necessary for you to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.*

In the production of professional or academic publications or presentations, all data will be fully anonymised and no individual or school will be identified or identifiable.

### 4 How will personal data be obtained?

DfE will supply the contact details of the schools, teachers, mentors and system leaders participating in the Programme to NFER. They will also provide the contact details of a sample of schools which signed up for the programme but subsequently dropped out. The DfE has advised that all participants are made aware of what personal information will be processed as part of the evaluation. They have produced a suggested privacy notice which outlines the requirement of

participants to provide personal information (such as names, teacher numbers and email addresses) to the Department for Education, and to agree to the analysis of this data for research purposes. NFER will gather other evaluation data through online surveys, participant telephone interviews, management information (MI) data, and case-study visits.

## **4 What personal data is being collected by this project?**

DfE will collect contact details for participating schools, teachers, mentors and system leaders and will share these details with NFER for research and evaluation purposes.

In the first phase of the research (between June 2018 and May 2019) NFER's online surveys will request details about the role of the person completing the survey, teachers' age, gender, length of time in role, length of time in school, and subject(s) taught, to support the analysis. Data collected via the online survey will be matched to school records in Get Information About Schools and TSP Management Information.

At the end of the online survey, we will ask respondents to indicate whether they are willing to participate in follow-up telephone interviews and case study visits. NFER will use contact details for these individuals collected by the DfE to make further contact with participants agreeing to take part in the interviews and/or visits. During interviews, we will collect the interviewee's role in the school.

## **6 Who will personal data be shared with?**

NFER will share information with DfE on the age, role, length of time in role, length of time in school and subject of the respondent, together with anonymised survey and interview responses. Data will be shared via NFER's secure data portal. No names of school staff, system leaders, project deliverers, schools or pupils will be used in any published reports, research papers, or presentations arising from this evaluation.

## **7 Is personal data being transferred outside of the European Economic Areas (EEA)?**

Data is not being transferred outside of the EEA.

## **8 How long will personal data be retained?**

NFER will delete any personal data it holds within one year after the end of the evaluation (which is due to complete in July 2020).

## 9 Can I stop my personal data being used?

NFER handles your personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your data or correct errors in it, please contact Suzanne Straw at NFER ([s.straw@nfer.ac.uk](mailto:s.straw@nfer.ac.uk)).

In certain circumstances, data subjects have the right to restrict or object to processing. If you think this applies to you, please contact our Compliance Officer. NFER will cooperate fully when a subject access request (SAR) is made of a data controller.

## 10 Who can I contact about this project?

NFER is responsible for the day-to-day management of the evaluation. Please contact Suzanne Straw at NFER ([s.straw@nfer.ac.uk](mailto:s.straw@nfer.ac.uk)) with any queries.

DfE determines the purposes and means of processing personal data as part of this project. If you have any questions about how your personal information will be used, please contact DfE at [subnational.teachersupply@education.gov.uk](mailto:subnational.teachersupply@education.gov.uk) and enter 'TSP evaluation' as a reference. For the Data Protection Officer (DPO) please contact DfE via gov.uk and mark it for the attention of the 'DPO'.

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

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