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## Privacy notice for school staff responding to the survey or participating in interviews

### Evaluation of the National Tutoring Programme Year 3

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#### 1 Why are we collecting this data?

The National Tutoring Programme (NTP) is an important part of the Government's Covid-19 recovery response, providing schools with funding to spend on targeted tuition support for pupils who have been hit hardest by the disruption caused by the pandemic. Information about the NTP and its tutoring routes can be found [here](#).

The Department for Education (DfE) has commissioned the National Foundation for Educational Research (NFER) to evaluate this new model and the services being delivered in 2022-23. The evaluation focusses on schools participating in the NTP in 2022-23 and includes online surveys for, and telephone/online interviews with, school staff (senior leaders, classroom teachers and special educational needs and disabilities coordinators (SENCOs)).

Personal data will also be used to enable survey respondents to receive a voucher or donation to charity (their choice) to thank them for participating (if they agree to receive it).

This privacy notice provides information about how personal data will be collected and processed for these elements of the evaluation. A link to the DfE's programme privacy notice can be found [here](#).

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

The DfE has commissioned the NFER to carry out this evaluation.

The DfE is the data controller for any personal information used for this evaluation. They have determined the means and purpose of the processing of personal data in the evaluation. The NFER is a data processor; it only follows the instructions of DfE when processing personal data.

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

DfE is the data controller and have commissioned the NFER to process the data for the evaluation as it is necessary for the performance of a task carried out in public interest vested in the DfE (article 6 1 e).

The statutory basis for these tasks are set out in:

- S.10 The Education Act 1996: The Secretary of State shall promote the education of the people of England and Wales.

### 4 How will personal data be obtained?

DfE will provide NFER with details of which schools are participating in the NTP, using school Census data. We will then use publicly available school email addresses that we hold on our systems to contact schools to invite a senior leader to complete an online survey. We will ask them to provide their specific contact details (name and email address) if they are willing for us to send a second survey directly to them later in the evaluation. If specific contact details are not provided, publically available school email addresses will be used again. We will also ask the senior leader if they are willing for school staff to participate in interviews at a later stage. Interviews would be carried out with the senior leader, teachers and special educational needs and disabilities coordinators (SENDCOs). The senior leader would be asked to provide their school contact details and to ask other staff to provide their contact details if they are willing to participate in an interview.

Senior leaders will be asked to forward the second survey to other members of staff involved in the NTP. The surveys will collect information directly from school senior leaders, teachers and SENDCOs.

### 5 What personal data is being collected by this?

The surveys and interviews will collect information from school senior leaders, teachers and SENDCOs about how their school is implementing the NTP in 2022-23 and their own perceptions of the programme and perceived impact on students' education recovery.

The first survey will collect senior leaders' name and email address, which will be used to invite them to participate in a follow-up survey and an interview. We will then collect their telephone number in order to carry out a telephone interview. The name, email address and telephone number of other staff will be shared by those individuals who agree to participate in an interview after being asked by a senior leader in their school.

The name and email address will be collected for all survey respondents who wish to be thanked for their participation with a £5 Amazon voucher or donation to charity.

## 6 Who will personal data be shared with?

**No individuals or schools will be named in any report for this project.**

No school staff data will be shared with the organisations responsible for the delivery of year 3 of NTP.

NFER will use a number of tools to support data collection as part of the evaluation:

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

Zoom or Microsoft Teams may be used for interviews instead of the telephone. Privacy notices for Zoom and Microsoft Teams can be found at <https://explore.zoom.us/docs/en-us/privacy.html> and <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>.

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

No personal data collected by the NFER is being transferred outside of the EEA.

## 8 How long will personal data be retained?

NFER will retain personal data until the completion of the evaluation (May 2024). Personal data such as contact details will only be kept as long as they are required for the specific purpose for which they were collected. Survey data and interview recording will be deleted as soon as anonymised or pseudo-anonymised datasets or written transcripts have been produced. All other data will be stored for six months following the publication of the final research report, then securely deleted.

## 9 How is the security of your data maintained?

NFER has measures in place to prevent personal data being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. NFER limits access to personal data to staff members who have a business need to see it.

NFER has been certified to ISO27001 (GB17/872763) the internal standard for information security and holds Cyber Essentials Plus (0 5 6 9 0 4 6 c - a 7 6 9 - 4 8 a b -9 2 9 9 - 1 5 5 3 4 a 6 8 a b 3 0). NFER operates Microsoft Windows Operating Systems and industry standard enterprise software such as databases and email, all managed to recognised industry standards with a full patching regime. All NFER laptops and mobile storage devices are encrypted and accessed with PIN-codes and strong passwords. Annual penetration tests are carried out by a CHECK-accredited supplier and remediation undertaken. We use a replicated disaster recovery service (RDRS) which allows the business to continue to operate in the event of failure.

## 10 What rights do I have over my personal data?

Participants can withdraw from their data being processed, at any time during the evaluation. The DfE and NFER appreciate schools' and staffs' support in collecting this data since it is very important for the validity of the results. Should you withdraw from the evaluation, the NFER will still use the evaluation data that the school has provided up to that point unless you indicate otherwise.

Under data protection legislation, you have the right:

- to request access to information that we hold about you (subject access request)
- 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 pupil's personal data (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on the pupil.

If at any time you wish us to withdraw your data from the evaluation or correct errors in it, please contact [NTP@nfer.ac.uk](mailto:NTP@nfer.ac.uk).

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

## 11 Who can I contact about this project?

The NFER is responsible for the day-to-day management of this evaluation. Please contact [NTP@nfer.ac.uk](mailto:NTP@nfer.ac.uk) with any queries.

DfE determines the purposes and means of processing personal data as part of this project. Please see the DfE's [Personal Information Charter](#) for further information and contact details for their Data Protection Officer.

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

## 12 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.