
Privacy notice for staff at Research Champion schools

National Tutoring Programme Year 2

1 Why are we collecting this data?

The Department for Education (DfE) has commissioned the National Foundation for Educational Research (NFER) to carry out an independent evaluation of the National Tutoring Programme (NTP) in Year 2. The NTP is a government-funded initiative to provide additional, targeted tuition and mentoring support to pupils who have been hit hardest by the disruption of Covid-19. The NTP has three routes of support – tuition partners (TP), academic mentors (AM), and school-led tutoring (SLT). More information about the NTP and its routes can be found [here](#).

Your school is participating in the evaluation. It may or may not be participating in the NTP programme, but both types of schools are taking part in the evaluation to understand the impact of the NTP on participating pupils' attainment (specifically in English and maths) compared to pupils who are not involved in the programme. The evaluation will also investigate teacher perceptions of whether the NTP has affected workloads, the effect of the NTP on school's pupil premium spend, and reasons for non-engagement with non-participating schools.

As a Research Champion school, your school has agreed for the NFER to collect personal information about pupils directly from your school, data from the National Pupil Database (NPD) and standardised assessment data in English and/or maths directly from assessment providers.

If your school is participating in the NTP, it has signed an MOU with Randstad, who are overseeing the delivery of the programme. Randstad, collects data relating to schools and pupils participating in the NTP in the Tuition Data Hub. A link to the overall programme privacy notice can be found [here](#). The DfE will extract the pupil-level personal data from the Hub and share it with the NFER for evaluation purposes. Further details of the pupil data we collect can be found [here](#). Privacy notice for pupils and their parents/guardians will be shared with your school once it has signed the evaluation sign-up form.

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. It has 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 as controller (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?

The NFER will collect some personal data directly from the school via the sign up form.

5 What personal data is being collected by this project?

All schools participating in the evaluation will be asked by the NFER to provide the following details of a senior leader contact:

- Name, Job Role/Title, email address and telephone number

The NFER will use these contact details to send the School Lead a short school survey to complete, and (in some cases) to distribute the survey to classroom teachers. A small sample of schools will also be invited to take part in case studies involving interviews with staff. From these schools, NFER will collect participant's name and contact details to organise interviews.

The survey and case studies will explore perceptions of whether the NTP has affected workloads, the effect of the NTP on school's pupil premium spend, and reasons for non-engagement with non-participating schools. Background information (for example, professional experience and length of time in role) may be collected via the survey and interviews. These parts of the evaluation are optional, but we hope schools will contribute as it will provide useful data for the evaluation.

6 Who will personal data be shared with?

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

Your data will be shared directly with the NFER via sign-up form and the survey. The NFER will administer the sign-up form and survey online via Questback. Questback’s privacy statement can be found at <https://www.questback.com/data-privacy/>

Any personal data shared between DfE and NFER will be via a secure online portal. Pseudonymised¹ matched data will be archived by the DfE to enable DfE and other research teams to use the pseudonymised data as part of subsequent research. The pseudonymised data may also be linked to other relevant datasets after archiving.

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?

Upon completion of the contract NFER will send pseudonymised datasets and anonymous survey findings to be saved as part of an archive to allow for secondary analysis. DfE will keep pseudonymised datasets and anonymous survey findings in this archive for the duration of the National Tutoring Programme and two years after the end of the National Tutoring Programme.

The NFER will securely delete any personal data relating to the evaluation one year after the publication of the final report, currently expected to be January 2023.

9 How is the security of data maintained?

All organisations involved in the delivery and evaluation of the NTP have measures in place to prevent personal data being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. All organisations limit access to personal data to staff members who have a business need to see it.

Arrangements for protection of personal data processed for programme delivery are detailed in the NTP privacy notice. Details specific to the evaluation are below.

NFER has been certified to ISO27001 (GB17/872763) the internal standard for information security and holds Cyber Essentials Plus (IASME-CEP-004922). 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

¹ Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual.

continue to operate in the event of failure. Any personal data which is shared with us is transferred using our secure portal and is encrypted in transit (HTTPS and TLS 1.2).

10 What rights do I have over my personal data?

Any school or individual can withdraw from their data being processed. The DfE and the NFER appreciate schools' and staff's 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 and link it to NPD unless you indicate otherwise.

Under data protection legislation, individuals have the right:

- to request access to information that we hold about them (subject access request)
- to have their 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

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

11 Who can I contact about this project?

The NFER is responsible for the day-to-day management of this project. Contact 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. 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

Updated 07/02/22 – legal basis clarified in Section 3.