

## Privacy Notice for Equalising Access to Apprenticeships Research Study

### 1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking research into employers' recruitment of Level 2 and 3 apprenticeships. The research will take place between January and June 2022.

The research will explore employers' recent experiences of recruiting Level 2 and Level 3 apprentices as well as views on recruiting young people aged 16-19 years via this route. A key aim is to understand to what extent apprenticeships support the recruitment of young people and any barriers that need to be tackled.

For the purpose of data protection legislation, NFER is the data controller and decides what data will be collected and how it will be used.

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

The research is being undertaken as part of NFER's public research function and therefore its legal basis for processing personal data is covered by:

- Article 6 (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.

A legitimate interest assessment has been undertaken. It demonstrates that this research is within NFER's interests. In addition, it has wider social benefit and will lead to evidence which will inform the ongoing evidence base on apprenticeships, particularly in the context of Level 2 and 3 opportunities and the recruitment of young people aged 16-19. The research cannot be done without processing personal data but processing does not override the data subject's interests.

### 3 How will personal data be obtained?

NFER will gather the names of organisations which have recently recruited for Level 2 and Level 3 apprentices through intermediary organisations who work with SMEs (such as AELP members) and via the Find An Apprentice (FAA) service and will then seek contact details through web searching. NFER will use this data for sampling and to invite organisations to participate.

Where organisations decline to participate, all information will be deleted. Participation in all research activities is entirely voluntary. Interviewees will be fully briefed on the purposes of the study and how the information they provide will be used before agreeing to take part. Contact details will only be used for the purposes of this particular research.

Any additional information will be collected directly from the individuals during online semi-structured telephone interviews or Zoom/Teams calls.

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

Personal data to be collected by this project is described below.

- the names of staff in organisations which have recruited apprentices and other contact and characteristic information including: email address and telephone number, job title/role, length of time in the organisation
- the views and experiences of research participants regarding recruiting Level 2 and Level 3 apprentices and recruiting young people aged 16-19 years via this route.

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

NFER will not share the names and contact details of research participants with anyone.

NFER will produce a publishable report. No individual or organisation will be identifiable in NFER's report, unless permission has explicitly been given by the data subject. All of the findings from the research will only be shared in anonymised form.

Depending on how research data is collected, it may be necessary to share contact details with a third party providing video conferencing facilities, for example Zoom or Teams.

## **6 Is personal data being transferred to a third country?**

NFER will not transfer any data outside of the UK/EEA.

Information about you in our possession may be transferred to other countries (which may include countries outside the European Economic Area ("EEA")), such as jurisdictions where our third parties conduct their activities, for example Zoom or Teams.

When we, or our permitted third parties, transfer your information outside the EEA, we or they will impose contractual obligations on the recipients of that data to protect your information to the standard required in the EEA.

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

NFER will delete any personal data within one year of publication of the final report, which is scheduled for June 2022. At the latest, all personal data will be deleted by June 2023.

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

NFER will handle 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 from the project or correct errors in it, please contact NFER at: [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. They also have the right to make a subject access request to see all the information held about them. To exercise any of these rights, please contact the NFER's Compliance Officer at [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

## 9 Who can I contact about this project?

NFER is wholly responsible for managing and undertaking this project and determines the purposes and means of processing personal data. Please contact Suzanne Straw at NFER on 01904 567661 or at [s.straw@nfer.ac.uk](mailto:s.straw@nfer.ac.uk).

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

## 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.