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# Enrichment Partnerships Pilot Evaluation: Privacy notice for parents and carers

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## 1 Who is collecting the data and why?

The Department for Culture, Media, and Sport (DCMS) and Department for Education (DfE) have commissioned the National Foundation for Educational Research (NFER) to carry out an evaluation of the Enrichment Partnerships Pilot (EPP). The EPP is being delivered by the National Citizen Service Trust (NCST) and The Duke of Edinburgh's Award (DofE) and aims to improve access to enrichment activities for secondary school aged pupils by coordinating local enrichment provision.

The evaluation of the EPP will take place from May 2024 until December 2024. You are receiving this information because your child's school has been selected as a case study school for this evaluation. This document describes how we will collect and process your child's personal data for this evaluation. Please refer to the [parent and carer information sheet](#) for more details about the evaluation.

We will treat your child's data with the strictest confidence, and it will be processed in accordance with the GDPR and the Data Protection Act 2018. We will not use your child's name or any information that might mean someone could identify them in any reports about the results of this evaluation.

## 2 Who is the data controller?

This work is being carried out by NFER on behalf of DCMS and DfE. DCMS is the data controller for the evaluation. This means they will make decisions about how and what personal data is collected for this evaluation. NFER is the data processor for the evaluation and will process personal data in accordance with the evaluation aims agreed with DCMS.

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

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

*Article 6 (1) (e): it is necessary to perform a public task (to carry out a public function or exercise powers set out in law, or to perform a specific task in the public interest that is set out in law).*

The legal reason for collecting or processing special category personal data is:

*Article 9 (2) (g): reasons of substantial public interest (to carry out a function of the Crown, a Minister of the Crown, or a government department).*

NFER is processing your personal data on behalf of DCMS, who are instructing the collection of this data as part of its functioning as a government department.

## 4 How will my child's personal data be collected?

NFER will collect personal pupil data for all pupils in Years 7 and 9 attending case study schools in September 2024. This data will be collected from schools using NFER's secure online portal.

Paper surveys for pupils to complete will be sent out from and returned to NFER using a secure courier.

The case studies will also involve a visit from the NFER research team. Two groups of 6 to 8 pupils per school (from any year group) will be invited to take part in a focus group (group discussion) with two NFER researchers present. We will work with your child's school to ensure that pupils selected for the focus group are happy to take part in the discussion together. We will ask your child's school to provide us with the names of the pupils who have been selected to take part to help us run the groups. The focus groups will be audio recorded to aid notetaking and ensure we have an accurate record of the session. The audio recording will be deleted once the notes are finalised. The names of the children participating in the focus groups will be removed/changed prior to the analysis. If your child is selected to participate in a focus group, then we will contact you in advance to provide you with more information.

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

The following data will be collected for all pupils in Years 7 and 9 attending case study schools as these are the year groups who have been selected to participate in the pupil survey:

- Full name
- Unique Pupil Number (UPN)
- Class name
- Date of birth
- Gender
- Free School Meal (FSM) status

Pupils will be asked to complete 2 surveys; an anonymous survey in June which will include no personal data and a follow up survey in November.

The above information will be used to administer the follow up survey in November so responses can be linked to the National Pupil Database and so that we can analyse the aggregated survey responses by gender and FSM status.

Participation in the pupil survey is optional as are all survey questions. The surveys will ask pupils about:

- Their participation in enrichment activities
- Their views about any activities they participate in
- Barriers and facilitators to participation
- Their wellbeing (e.g., sense of school belonging and general life satisfaction)
- Their ethnicity\*
- Any self-reported additional learning needs\* (yes or no)
- How they travel to school/around the local area (e.g., by car, bus, train).

\*Note these items are special category personal data.

Pupils selected for focus groups will be asked about their experiences of the enrichment activities, what a good enrichment activity looks like, any barriers to participation, and any differences they feel the activities have made for them. If your child is selected to participate in a focus group, we will be in touch to provide you with additional information about this.

## 6 Who will my child's personal data be shared with?

Your child's UPN and linked survey responses (for the follow up survey only) will be shared with DfE at the end of the project (in March or April 2025), all other identifying information will be removed prior to sharing. Data from the survey about characteristics such as ethnicity and self-reported additional learning needs will be removed from the dataset before sharing with DfE as they will be able to access equivalent information from NPD after matching. At this point DfE will become the data controller for this information.

The purpose of sharing this data is to enable DfE to undertake further research to understand: 1) whether the pilot is contributing to more young people taking up enrichment activities and if this differs according to school characteristics and 2) whether the outcomes of the pilot (i.e., improved enrichment uptake) correlate with other pupil outcomes such as school attendance or attainment. They will do this by matching data from the pupil surveys to data recorded in the National Pupil Database (NPD) held by DfE.

This data will be processed by DfE under the legal basis of Public Task. Only select analysts within the Mental Health and Wellbeing Analysis and Research team at DfE will process this data and only for the specific purposes outlined above. Data will be stored by DfE until the analysis is complete or for up to one year after it is received from NFER. After this time DfE will securely delete the disaggregated, row-level data. Please see DfE's [personal information charter](#) for more details about how DfE will use your child's data.

Other than your child's UPN (as described above), no personal data will be shared with anyone beyond the project team at NFER.

We will not include the names of any pupils in any reports for this project.

## 7 Is personal data being transferred outside of the UK?

No personal data is stored or transferred outside of the UK.

## 8 How long will personal data be retained?

NFER will delete any personal data collected as part of the evaluation within one year of publication of the final report. This deletion process is currently planned for April 2026.

Focus group recordings will be deleted as soon as the interview notes have been finalised.

## 9 Can I stop my child's personal data being used?

NFER handles personal data in accordance with the rights given to individuals under data protection legislation. If you decide prior to the start of the evaluation that you do not wish for your child's data to be used please complete the parent/carer withdrawal form provided. If at any other time you wish us to withdraw your child's data or correct errors in it, please contact the project team, by email at [EPP@NFER.ac.uk](mailto:EPP@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 these rights, you can contact DCMS or NFER using the details below:

DCMS' Data Protection Officer: [dpo@dcms.gov.uk](mailto:dpo@dcms.gov.uk)

NFER's Compliance Officer: [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk)

If NFER receives a SAR or other data protection rights request, we will inform DCMS as the data controller. DCMS will then check the identity of the person making the request. DCMS will then contact NFER and ask them to provide the relevant data to enable DCMS to respond to the request.

Requests for access, withdrawal or corrections are not possible after the data has been anonymised (e.g., once names have been removed/changed prior to the focus group 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 the NFER project team by email at [EPP@NFER.ac.uk](mailto:EPP@NFER.ac.uk).

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

## 11 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. 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.