

## Privacy Notice for Students

### T Level Transition Programme Phased Implementation Research

#### 1 Why are you receiving this privacy notice?

Your school/college is taking part in research into the first phase of the T Level Transition Programme as one of nine case studies. As part of the case study, your data is being collected through a student focus group discussion. This privacy notice sets out how your data will be collected and used in the research.

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

The National Foundation for Educational Research (NFER) is undertaking research into the T Level Transition Programme on behalf of the Department for Education. The research is taking place between October 2019 and September 2021.

In May-June 2021, we would like to speak to you and other students studying a T Level Transition Programme in nine schools/colleges to understand your experiences and opinions of the programme. The learning from these focus group discussions will help inform the delivery of the programmes for future students.

In September 2021, we will be carrying out some one-to-one follow up interviews with students. If you are happy to be contacted about this, we will ask you to send us an email with your phone number.

For the purpose of data protection legislation, the Department for Education is the Data Controller and NFER is the Data Processor. All data processed by NFER for this project, including contact details, will be held securely and will only be accessed by the research team.

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

The research is being undertaken as part of the Department for Education's public research function and therefore its legal basis 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.

## 4 How will personal data be obtained?

Personal data will be collected by NFER directly from you and other students via focus group discussions which will take place on Zoom.

If you are happy to be involved in a follow up interview in September, we will ask you to send us an email and provide a phone number for us to contact you on.

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

Personal data collected from you and other students for this project includes:

- experiences of the T Level Transition Programme and views on its effectiveness and benefits.
- email address and phone number if you wish to be involved in a follow up interview in September.

## 6 Who will personal data be shared with?

You or your school/college will not be named in any report for this research.

You will be fully briefed on the purposes of the study and how the information you provide will be used before agreeing to take part. NFER will send the details to join the focus group on Zoom to a member of staff in your school/college, who will forward this onto you and the other students taking part. Your details may be shared with Zoom when attending the focus group – for further information about their processing of personal data see:

<https://zoom.us/en-us/trust/legal-compliance.html>

The focus group discussion may be audio recorded so the research team can return to this to ensure the notes they produce are accurate. The recording will not be listened to anyone outside of the research team and your permission to record will be asked at the start of the focus group.

If you participate in a follow up interview, your contact details will only be used to organise and contact you for this interview.

We will produce a research report which the Department for Education will publish in autumn 2021. All of your comments will be anonymised so you and your school/college will not be identified in the report. The information you share with us will only be used for this research project and will be deleted within one year of the report being published.

## 7 Is personal data being transferred to a third country?

NFER will not transfer or store any personal data outside of the UK.

Zoom may transfer or store personal data outside the EEA. This transfer is safeguarded by use of the Commission's Standard Contractual Clauses.

## 8 How long will personal data be retained?

NFER will delete any personal data within one year of the publication of the research report. At the latest this will be autumn 2022.

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

The 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).

## 10 Who can I contact about this project?

NFER will determine the purposes and means of processing personal data as part of this project. Please contact Suzanne Straw at NFER on 01904 567661 or at [s.straw@nfer.ac.uk](mailto:s.straw@nfer.ac.uk). If you would like to contact the Data Protection Officer (DPO) at the Department for Education, please contact them via this page: <https://www.gov.uk/contact-dfe> and mark any message for the attention of the DPO. You can also contact Alice Bull, the DfE project manager for this research at: [Alice.BULL@education.gov.uk](mailto:Alice.BULL@education.gov.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). 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/>.

## 11 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.