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# Privacy notice for pupils attending Research Champion schools

## Evaluation of the National Tutoring Programme Year 2

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### 1 Why are we collecting this data?

The National Tutoring Programme (NTP) is a government-funded initiative to provide additional support to schools to help pupils whose education has been impacted by school disruption due to the Covid-19 pandemic. As part of the NTP, three different funded routes have been developed for schools to access tutoring or mentoring and they are Tuition Partners, Academic Mentors and School-Led Tutoring. Your school may have chosen not to access any of these or access one or more of these routes to provide support.

The Department for Education (DfE) has commissioned the National Foundation for Educational Research (NFER) to carry out an evaluation which will explore the impact of the different routes of the programme on educational attainment outcomes for pupils (specifically in maths and English).

Your school is a **Research Champion school**. Research Champion schools are providing additional information about children in the school which will help to understand the impact of the programme.

This privacy notice sets out how your personal data (information like your name and date of birth, which can be used to identify you) is collected and used to evaluate the programme.

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](#).

### 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.

Where a school uses a commercial test provider, for example, Renaissance Learning or GL, they are also a data processor.

### 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.

A separate legal basis is identified for processing special data. The legal basis for processing special data is covered by:

*GDPR Article 9 (1) (g) which states that processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.*

### 4 How will personal data be obtained?

Your school is a Research Champion School and the NFER will collect some of your personal data directly from the school.

The NFER will use your name, date of birth and Unique Pupil Number (UPN) to obtain further background information from the National Pupil Database.

Where your school uses commercial assessments, we will, with the permission of the school, obtain your assessment results. This will then be used in the analysis.

You may have been invited to take part in a focus group as part of a case study to share your experiences for the evaluation.

If you have been selected to receive tuition or mentoring, the Tuition Partner and Randstad, who provide and manage the support, will also collect some personal data about you directly from your school via the Tuition Data Hub. Information about your participation in the NTP programme will be shared with the NFER by DfE taking an extract from the Tuition Data Hub.

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

Your school is a Research Champion School, and the following types of information will be collected about you if you are in a year group where schools are planning to use commercial assessments:

- Data directly from the school, including: name, date of birth, UPN, year group, participation in the NTP pillars of tuition and in which subject (if applicable).

- Your background information will be requested by the NFER from the NPD (see below).
- Assessment data to measure the effectiveness of tuition: the NFER will request permission from the school to access the results of tests you've taken directly from the commercial assessment provider.
- Information about participation in any of the routes in the NTP programme (if taking part) including: reasons for programme eligibility, and attendance at tutoring/mentoring sessions, subjects of tuition as well as participation in any online home tuition will be extracted by DfE from the Tuition Data Hub and shared with the NFER.

**When matching to the NPD**, the following types of information about you will be collected:

- Background characteristics such as date-of-birth, gender\*, ethnicity\*, socio-economic status and household proximity to school.
- If you are in Year 6, NFER will also collect your key Stage 2 results from the NPD.
- Special educational needs\*.
- School attendance / exclusion.
- Pupil Premium and Free School Meals eligibility.
- Whether you are a child in care or a child in need.

\*considered special category data

You may have been invited to participate in an online focus groups to share your experiences of the programme.

## 6 Who will personal data be shared with?

**No individual will be named in any report for this project.**

The NFER will be using a secure online portal to collect pupil data electronically. Your full name, date of birth and UPN will be shared with the NPD team using a secure portal to request your background characteristics and statutory assessment data.

Depending on how focus groups are organised, it may be necessary to share contact details with a third party providing video conferencing facilities, for example Zoom or Microsoft Teams. 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>.

Pseudonymised<sup>1</sup> 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.

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

## 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.

The third party software used to conduct focus groups may transfer your personal data outside of the UK and European Economic Area (EEA). When this happens we or they will impose contractual obligations on the recipients of that data to protect your information to the standard required in the UK / EEA.

Commercial test providers may use third party processors located outside the UK / EEA. Any transfer is safeguarded using the European Commission Standard Contractual Clauses and should be covered in privacy material provided by your child's school.

## 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 your 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 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?

You can withdraw from your data being processed for the evaluation, at any time during the evaluation. The DfE and NFER appreciate your 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, 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 client name 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

Updated 04/05/2022 - removed references to collecting data for Year 11 pupils in secondary Research Champion schools, as this element of the evaluation has been removed.