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## Privacy notice for parents and pupils in NTP Schools – Analysis of impact on attainment

### Evaluation of the National Tutoring Programme Year 2

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#### 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 has told you that it is participating in the NTP programme and is part of its evaluation. The evaluation explores 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 school has signed an MOU with Randstad, who are overseeing the delivery of the programme, to take part in the NTP and to share pupil data that will be in the programme data hub with NFER as programme evaluators. A link to the overall programme privacy notice can be found [here](#).

This privacy notice sets out how pupils' personal data (information like name and date of birth, which can be used to identify them) collected via the Tuition Data Hub is shared with the NFER and used to evaluate the programme.

#### 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.

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?

DfE will provide NFER with an extract from the Tuition Data Hub, the online tool used by the programme administrator Randstad to manage the NTP, containing details of pupils who have been selected by their school to receive tuition or mentoring.

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

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

Randstad, the programme administrator, collects the following data about participating pupils in the Tuition Data Hub

- Data from the school, including: name, date of birth, UPN, subject for tuition or mentoring
- Information about participation in the NTP programme including: reasons for programme eligibility, and attendance at tutoring/mentoring sessions, and participation in any online home tuition

This will be extracted by DfE from the Tuition Data Hub and shared with the NFER for the evaluation.

Pupils' background information will then be used to collect the following additional information from the National Pupil Database (NPD)

- Background characteristics such as date-of-birth, gender\*, ethnicity\*, socio-economic status and household proximity to school
- If pupils are in Year 6 we will request their key stage 1 and 2 attainment results from the NPD. If they are in Year 11, we will request their key stage 2 and 4 attainment results from the NPD.
- Special educational needs\*
- School attendance / exclusion
- Pupil Premium and Free School Meals eligibility
- Whether your child is in care or a child in need

\*considered special data

## 6 Who will personal data be shared with?

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

Any personal data shared between DfE and NFER will be via a secure online portal

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.

## 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 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

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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.

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?

Participating pupils' data will be entered into Randstad's Tuition Data Hub. If you have questions about this data or would like your/your child's data to be withdrawn, please contact Randstad [ntpteam@nationaltutoring.org.uk](mailto:ntpteam@nationaltutoring.org.uk).

If you do not wish for your/your child's data to be included in the evaluation, please contact [NTP@nfer.ac.uk](mailto:NTP@nfer.ac.uk) and we will ensure we do not receive the data from the Tuition Hub or data from the NPD for analysis.

The DfE and the NFER appreciate schools', staff's, pupils' and parents' support in collecting this data since it is very important for the validity of the results. Should you withdraw your child 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 your/your child's data that's being used for the evaluation to be corrected, please contact the NFER at [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 the 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 DfE 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 on 07/02/22 – added clarification of legal basis to Section 3.