
Privacy notice for school staff participating in the survey and/or case studies

Evaluation of the National Tutoring Programme Year 2

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](#).

The evaluation includes an online survey for school staff and interviews with staff, tutors and students in a sample of case-study schools. Schools involved in these elements of the evaluation may or may not be participating in the NTP; we are keen for both types of schools to participate.

This privacy notice provides information about how personal data will be collected and processed for these elements of the evaluation. 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.

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.

4 How will personal data be obtained?

For schools which have completed a sign-up form and agreed to participate in the survey, we will use the personal data (senior leader contact details) to invite them to complete the survey. For all other schools we will use the publicly available school email address that we hold on our systems to contact schools. The senior leader will be asked to forward the survey to other members of staff involved in the NTP. The survey will collect information directly from school senior leaders and teachers.

The senior leader contact details provided by schools via the evaluation sign-up form will be used to invite a small sample of schools to be case-study schools. NFER's key contact in case-study schools will seek permission from key staff involved in the NTP and SLT tutors to be contacted by an NFER researcher for an interview. If they agree to participate, they will share their contact details with NFER which will be used to organise an interview.

5 What personal data is being collected by this project?

The survey will collect information from school senior leaders and teachers about their role, involvement in the NTP and other tutoring for education recovery, how the tutoring is funded, and their perceptions of the impact of that tutoring on their own workload and on students' education recovery.

The school sign-up form collects senior leaders' name and email address which will be used to invite a small number of schools to be case studies. We will then collect their telephone number in order to carry out a telephone interview. The name, email address and telephone number of other staff and SLT tutors will be shared by those individuals who agree to participate in an interview.

During interviews with staff and SLT tutors, data about their previous experience and qualifications will be collected, as will their perceptions of being involved in the NTP training (if tutors) and tutoring.

6 Who will personal data be shared with?

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

Senior leaders' data will be shared directly with the NFER via sign-up form and the survey.

The NFER will administer the sign-up form and survey online via Questback. Questback's privacy statement can be found at <https://www.questback.com/data-privacy/>

Anonymised survey data will be archived by the DfE to enable DfE and other research teams to use the anonymised data as part of subsequent research. The anonymised data may also be linked to other relevant datasets after archiving.

If case-study interviews are carried out using video conferencing facilities instead of telephone, it may be necessary to share contact details with a third party providing video conferencing, 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>.

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.

8 How long will personal data be retained?

Upon completion of the contract NFER will send the anonymised survey findings to be saved as part of an archive to allow for secondary analysis. DfE will keep anonymised 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.

10 What rights do I have over my personal data?

Participants can withdraw from their data being processed, at any time during the evaluation. The DfE and NFER appreciate schools' and staffs' 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 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.

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer 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 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

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.

This notice was updated on 07/02/2022 to include information for school senior leaders and teachers participating in case studies.