
Privacy notice for School-Led Tutoring Tutors

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 can be found [here](#).

As part of the evaluation, NFER is carrying out interviews with key staff and students in a small number of case-study schools. If the case-study school is using the School-Led Tutoring grant, we are conducting telephone interviews with tutors delivering that tuition. You are one of those tutors (working in a school, providing tuition under the School-Led Tutoring route) and have agreed to be interviewed.

This privacy notice provides information about what personal data will be collected about you, how it will be collected, and how it will be processed. 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?

NFER's key contact has asked if you are willing to participate in the research and be contacted by an NFER researcher. You have agreed to this and have shared your contact details which will be used to organise an interview.

Further personal data will be collected directly from you during the interview.

5 What personal data is being collected by this project?

The following personal data will be collected about you:

- Name
- Email address
- Telephone number.

During the interview, information about your previous experience and qualifications will be collected, as will your perceptions of being involved in the SLT training and tutoring.

6 Who will personal data be shared with?

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

Your personal data will not be shared with anyone outside of the research team.

If 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.

8 How long will personal data be retained?

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?

NFER has measures in place to prevent personal data being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. NFER limits access to personal data to staff members who have a business need to see it.

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 participants' support in collecting this data since it is very important for the validity of the results.

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.