



Enrichment Partnerships Pilot Evaluation: Privacy Notice for School Staff

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) has been commissioned to carry out an evaluation of the Enrichment Partnerships Pilot (EPP). The EPP is being delivered by the National Citizen Service Trust (NCST) and The Duke of Edinburgh’s Award (DofE) and aims to improve access to enrichment activities for secondary school aged pupils by coordinating local enrichment provision.

The evaluation of the EPP will take place from March 2024 until December 2024. You are receiving this information because we are asking all schools participating in the EPP to also participate in the evaluation as part of our pilot-wide data collection. Sixteen schools will also be asked to participate in case studies. Please see the [school information sheet](#) for further details.

This document covers the evaluation activities which **all schools participating in the EPP will be asked to take part in, as well as the activities only case study schools will be asked to take part in**. It outlines how **staff personal data** will be collected from schools and processed for the purposes of the evaluation. There is a **separate privacy notice for parents and carers** (available [here](#)), which covers the pupils’ personal data collected as part of the evaluation.

We will treat all staff personal data with the strictest confidence, and it will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We will not use your name or any information that might mean someone could identify you in any reports about the results of this evaluation.

2 Who is the data controller?

This work is being carried out by NFER, on behalf of the Department for Culture, Media and Sport (DCMS) which is part of HM Government. DCMS is the data controller for the evaluation. This means they will make decisions about how and what personal data is collected for this evaluation. NFER is the data processor for the evaluation and will process personal data in accordance with the evaluation aims agreed with DCMS.

3 What is the legal basis for processing activities?

To process this personal data, our legal reason for collecting or processing this data is:

Article 6 (1) (e): it is necessary to perform a public task (to carry out a public function or exercise powers set out in law, or to perform a specific task in the public interest that is set out in law).

4 How will personal data be obtained?

All schools

NFER will receive a list of participating schools and the name and email address for the EPP lead at your school from DofE/NCST.

Case study schools

For the 16 case study schools, NFER will collect staff personal data via the Memorandum of Understanding (MoU) when schools sign up to participate as a case study. This will include the details of the Headteacher and the member of staff who will be the key contact for the evaluation (ideally this will be the person leading the EPP at your school). Completed MoUs will be returned to NFER via NFER's secure portal.

NFER will collect details of pupils who will participate in the end-point survey via a pupil data template in September - October 2024. Please refer to the [Privacy notice for parents and carers](#) for more information.

School staff will be invited to take part in a staff focus group. To help us run the session we will ask for the names of staff members participating in the group at the beginning of the session.

5 What personal data is being collected by this project?

In addition to the contact details of the EEP lead, the following school staff data will be collected as part of the MoU when the school signs up to become a case study school as part of the evaluation, to facilitate the evaluation activities:

- Full name and contact details of the Headteacher.
- Full name and contact details of the key contact who will facilitate communications between the school and NFER.

In case study schools, a small group of school staff will be invited to participate in a focus group which will explore their experiences of being involved in the pilot. We will ask for the names of these members of staff to help us run the session. The focus groups will be audio recorded to aid notetaking and ensure we have an accurate record of the session. The audio recording will be deleted once the notes are finalised. Personal data (e.g., names) of teachers participating in the focus groups will be anonymised/replaced prior to analysis.

The lead contact will also be asked to complete a survey which will include questions about the implementation of the pilot, views about enrichment activities, barriers and facilitators to participation (schools and pupils), the perceived impact of the pilot, and sustainability.

6 Who will personal data be shared with?

No school staff personal data will be shared with anyone beyond the project team at NFER.

No individual will be named in any published reports of our research findings.

The online survey data will be collected via Questback. The privacy policy for Questback can be found here: [Privacy Policy | Questback](#).

7 Is personal data being transferred outside of the UK?

NFER does not store or transfer any personal data outside of the UK. When we use Questback to administer online surveys, data is stored in the EU.

8 How long will personal data be retained?

NFER will delete any personal data collected as part of the evaluation within one year of publication of the final report. This deletion process is currently planned for April 2026.

Focus group recordings will be deleted as soon as the notes have been finalised. We anticipate that this will be within one month of the focus group taking place.

9 What are my rights with respect to personal data?

DCMS and NFER handle personal data in accordance with the rights given to individuals under the Data Protection Act 2018, and GDPR legislation. If at any time you wish us to withdraw your data or correct errors in it, please contact the project by email at EPP@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 these rights, you can contact DCMS or NFER using the details below:

DCMS' Data Protection Officer: dpo@dcms.gov.uk

NFER's Compliance Officer: compliance@nfer.ac.uk

If NFER receives a subject access request (SAR) or other data protection rights request, we will inform DCMS as the data controller. DCMS will then check the identity of the person making the request. DCMS will then contact NFER and ask them to provide the relevant data to enable DCMS to respond to the request.

Please note that requests for access, withdrawal or corrections will not possible after the data have been anonymised (e.g., when the data from the focus groups is anonymised prior to analysis).



10 Who can I contact about this project?

NFER is responsible for the day-to-day management of the evaluation. If you have any queries about the project, please contact the NFER project team by email at EPP@nfer.ac.uk

If you have a concern about the way this evaluation processes personal data, we request that you raise your concern with us or DCMS in the first instance (see details above). Alternatively, 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 our privacy notice under regular review to make sure it is up to date and accurate; any changes will be recorded. We recommend that you revisit this information from time to time.

The date when this privacy notice was last updated is shown in the footer at the bottom of this document.