
Understanding the impact of school choices for improving attendance and reducing exclusions

Privacy Notice – School staff

Please note: this privacy notice contains information about the second phase of this project starting in April 2024. The privacy notice for the first phase of the project can be found here:

https://www.nfer.ac.uk/media/cfihaqax/aesc_project_privacy_notice.pdf

1 Why are we collecting this data?

The [Education Endowment Foundation \(EEF\)](#) and the [Youth Endowment Fund \(YEF\)](#) have commissioned and funded the [National Foundation for Educational Research \(NFER\)](#) and [The Difference](#) to carry out a study of approaches used by mainstream secondary schools, including internal alternative provision (AP), and their effectiveness in reducing exclusion and improving attendance.

The personal data (such as your name and your views and opinions) will be used to understand the different approaches used by schools to support students at risk of absence/exclusion. Detail as to how and why personal data will be collected from school staff is described in Sections 3 and 4 below.

2 Who is the data controller?

NFER is data controller for the study and will make decisions about how and what personal data is used in accordance with the objectives of the study set by EEF and the YEF, guided by the study advisory board. The Difference are a data processor on the study.

3 What is the legal basis for processing activities?

The legal basis for processing personal data from school staff is covered by GDPR Article 6 (1) (f):

Legitimate interests: the processing is necessary for your (or a third party's) legitimate interests unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

We have carried out a legitimate interest assessment, which demonstrates that this research fulfils one of NFER's core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving the lives of learners by providing evidence on the effectiveness of different approaches used by schools. The research

cannot be done without processing personal data, but NFER will ensure your rights are respected at all times.

4 How will personal data be obtained?

An initial scoping phase of the study took place from September 2022 to January 2024. The aim of this initial phase was to gain a better understanding of the different approaches taken by schools with regard to internal AP and their prevalence in schools. As part of this initial phase, 478 schools responded to a national survey. These schools were notified as part of that survey that the data they provided may be used in the second phase of study. The privacy notice for the first phase of the project can be found here:

https://www.nfer.ac.uk/media/cfihaqax/aesc_privacy_notice.pdf Contact details collected via the survey will be used to approach schools to take part in the second phase of this research.

Personal data will be collected directly from school staff in the second phase of the project via online interviews and face-to-face interviews conducted during case-study visits to some schools.

5 What personal data is being collected by this project?

The project is processing school staff contact details, and individuals' views and opinions.

6 Who will personal data be shared with?

Personal data collected from school staff will be shared between NFER and The Difference for the purposes of conducting research and for data analysis.

NFER and The Difference will use a number of third-party tools to support data collection activities, for example Hubspot to organise interviews and Google Meet, Zoom and Microsoft Teams to host them. Your personal data could be shared with them.

[Privacy notice for Zoom](#)

[Privacy notice for Microsoft Teams](#)

The interviews will be audio recorded and auto-transcribed. The recordings and transcripts will not be shared with anyone outside of the research team and permission to record will be requested at the start of the interview.

7 Is personal data being transferred outside of the UK?

Some of the third-party software used may transfer data outside of the UK and to countries not considered adequate under UK data protection legislation. Where such transfers are made, they are safeguarded by use of contractual controls such as the UK Extension to the EU-U.S. Data Privacy Framework. Please contact us for further details.

8 How long will personal data be retained?

NFER and The Difference will securely delete any personal data relating to parent/carer interviews collected by the project when the final report for the project is published, currently expected in Autumn 2025.

9 Can I stop my personal data being used?

You may stop your interview data being used in the study at any time until February 2025, at which point the data will have been analysed. NFER handles personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your data or correct errors in it, please contact the project team at: pupilsupport@nfer.ac.uk.

We appreciate your participation in the research, should you withdraw from it, NFER and The Difference will still use anything you have provided up to that point unless you indicate otherwise.

10 What are my rights with respect to personal data?

NFER handles personal data in accordance with the rights given to individual under data protection legislation. Under certain circumstances data subjects have the right:

- to request access to information that is held about them (a data subject access request).
- to have 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 processing of personal data (for example, permitting its storage but no further processing).
- to object to processing
- to data portability
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect.

Note that some of these rights may only be possible until the data has been analysed (see Section 9 for more information). We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This helps us ensure that personal information is not disclosed to any person who has no right to receive it. To exercise these rights, please contact compliance@nfer.ac.uk.

11 Who can I contact about this project?

NFER is responsible for the day-to-day management of the study. Please contact the NFER project team with any queries at: pupilsupport@nfer.ac.uk.

If you have a concern about the way this project processes personal data, we request that you raise your concern with NFER in the first instance (see 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.