

Efficacy Trial of the Rehearsal Room Writing Programme

Privacy Notice for School Staff

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER), in collaboration with the University of Exeter, is processing personal data to evaluate the Royal Shakespeare Company's (RSC) Rehearsal Room Writing (RRW) programme using a randomised controlled trial (RCT). The Education Endowment Foundation (EEF) has commissioned the NFER to carry out an independent evaluation of the RRW programme. The funding for this project and evaluation is from the Department for Education (DfE)'s Accelerator Fund, which aims to expand the use of evidence-based programmes. The RSC will oversee the delivery of the intervention. The evaluation will take place between February 2025 and May 2028.

NFER is the data controller for the evaluation and will make decisions about how and what personal data is used for the evaluation. The University of Exeter and No More Marking are data processors for the evaluation; they will only see pseudonymised pupil writing responses which they will not be able to link to individual children. They will not see any school staff personal data.

RSC will process personal data to deliver the RRW programme. They are the data controller for the delivery of the RRW programme (making decisions about what data is required and how it is processed for intervention delivery).

This privacy notice covers staff data collected for the purpose of the evaluation. Pupil data collected for the evaluation is covered by a separate [privacy notice for parents](#). Data collected by the RSC for the purpose of programme delivery is covered in the [RSC's privacy notice](#).

All data will be treated with the strictest confidence – your school, staff and the children you look after will not be identified in any report arising from the research.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

Article 6 (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

A legitimate interest assessment has been undertaken. It demonstrates that it is within NFER's interests in undertaking this evaluation to collect and analyse data on the effectiveness of implementation and outcomes. The evaluation 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 about impact on pupils' writing ability, enjoyment of writing, their belief in their writing ability, as well as the teachers' perception of their ability to teach writing. The research cannot be done without processing personal data, but processing does not override the data subject's interests.

3 How will personal data be obtained?

Personal data will be collected directly from staff in participating schools by either the RSC or NFER. Staff contact details and attendance at training, which is collected by the RSC, will be shared with NFER securely (via NFER's online portal).

NFER will use an online survey tool, Tivian, to collect teacher responses to a survey. NFER will also carry out in-person observations and interviews with a small number of teachers. With participants' agreement, the interviews will be audio-recorded.

4 What personal data is being collected for this project?

The following personal data will be collected for the Headteacher, key project contact and nominated teacher(s) at participating schools:

- Name
- Contact details (e-mail and telephone number)
- Job role

In addition, nominated teachers will complete a survey at the beginning and end of the trial period. They will be asked about their usual teaching practice, school context and characteristics, and their attitudes towards teaching writing. At the end of the trial, teachers in intervention schools will also be asked about their experience of delivering the programme and any perceived outcomes. Teachers allocated to intervention schools will be asked to complete another survey one year after the end of the delivery of RRW. This will ask about any change in practice over the previous year.

A small number of schools will be invited to host a visit from an NFER researcher involving teacher interviews and an observation of programme delivery. These data collection activities will cover similar topics to the surveys in more detail.

Some of the training sessions in which teachers participate will be observed by an NFER researcher. Written inputs from teachers during the training sessions will be shared with NFER in an anonymised form by the RSC. Teacher attendance at the training will be noted by the RSC and shared with NFER.

5 Who will personal data be shared with?

Where necessary NFER and RSC will share data about school staff for evaluation and delivery purposes with each other (see section 3).

The survey will collect information from teachers about their experience with the programme. The online survey data is collected via Tivian which stores survey responses in Azure and AWS data centre infrastructure in the European Union. Tivian's privacy notice is available [here](#).

Personal and individual teacher interview data and notes from the lesson observations will not be shared outside the NFER research team.

6 Is personal data being transferred outside of the UK?

NFER only stores personal data in the UK.

The online survey data collected via Tivian stores survey responses in the European Union.

7 How long will personal data be retained?

Any personal data collected for evaluation purposes will be deleted by NFER within one year of publication of the final longitudinal report, which is scheduled for May 2028. At the latest, all personal data will be deleted by May 2029.

8 Can I stop my personal data being used?

NFER handles personal data in accordance with the rights given to individuals 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.

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 any of these rights, please contact the NFER's Compliance Officer at compliance@nfer.ac.uk

Although we value your participation in this evaluation and its contribution to important findings, you can withdraw from the evaluation activities at any time. If you withdraw, unless otherwise instructed, we will use any data we have collected up to that point in our analysis. Please note that withdrawing your data will not be possible once data analysis has commenced (from September 2026). Withdrawing your data will not impact on your school's participation in the RRW programme. If at any time you wish to withdraw from the evaluation activities, or withdraw your data or correct errors in it, please contact: RRW-trial@nfer.ac.uk.

9 Who can I contact about this project?

NFER is responsible for the day-to-day management of the evaluation. Please contact the evaluation team at: RRW-trial@nfer.ac.uk

If you have a concern about the way this project processes personal data, we request that you raise your concern with us 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/>.

Further information on this project, including information sheets and privacy notices can be found [here](#).

10 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.