
Privacy notice for Text and item development for KS1 national curriculum reading assessments

1 Why are we collecting this data?

NFER is under contract to the Standards and Testing Authority (STA) to source texts for potential use in the KS1 National Curriculum tests of reading for 2025 and beyond. The results of the trial in which you are invited to take part will be used by STA to help decide which texts to take further and to develop into full tests for the end of key stage statutory assessments.

NFER, the data controller, uses the contact details of a nominated member of school staff to organise visits to carry out informal trials.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is:

- GDPR Article 6 (1) (f) which states that 'processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interest are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of the personal data'.

We have carried out a legitimate interest assessment, which demonstrates that the evaluation fulfils one of NFER's core business purposes (development, trialling and delivering assessments). It cannot be done without processing personal data, but processing does not override the data subject's interests.

3 What personal data is being collected by this project?

We use publicly available information to contact your school initially. Once the school has agreed to participate in the informal trial, we use the name and contact details of a nominated member of staff to arrange our visit.

Any members of staff who have sight of the trial materials will need to sign a confidentiality statement which records their name and school.

4 Who will personal data be shared with?

The details will not be shared with any other person or organisation.

5 Is personal data being transferred outside of the European Economic Areas (EEA)?

No personal data is stored or transferred outside of the EEA.

6 How long will personal data be retained?

The confidentiality forms are kept until the test materials go live, which may be two to three years after they are taken into schools by us. We are required to keep this data to protect the security of the national test materials.

The names of our school contacts are kept for an indefinite period as we may contact the school about future informal trials. Our staff make every attempt to keep the information up to date and will remove schools from the list if they should no longer wish to be approached by us.

7 Can I stop my personal data being used?

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.

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.

8 Who can I contact about this project?

Any queries about the day-to-day management of the data processing outlined in this privacy notice, please contact Sarah Gibb (s.gibb@nfer.ac.uk), Louise Bailey (l.bailey@nfer.ac.uk) or Vrinder Atwal (v.atwal@nfer.ac.uk).

If you have concerns about the way NFER processes personal data, please raise your concern by contacting the Compliance Officer: compliance@nfer.ac.uk.

If you remain dissatisfied, you have the right to lodge a complaint about data protection issues with the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <https://ico.org.uk/concerns/>

9 Updates

We keep our privacy notice under regular review to make sure it is up to date and accurate; any changes will be recoded.

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