Privacy Notice for Provision of Item Writing for Key Stage 2 English Reading

Why we are collecting this data

NFER is under contract to the Standards and Testing Authority (STA) to source texts for the KS2 National Curriculum tests of reading for 2020 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.

1 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

> 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'.

One of NFER's core tasks is the development, trialling and delivering of assessments, it is therefore in our legitimate interest to undertake this processing.

2 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.

3   Who will personal data be shared with?

The details will not be shared with any other person or organisation. Our contract with STA does not require us to share the details of the schools visited in the trial.

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

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

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.

5   Can I stop my personal data being used?

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 Anne Kispal or Nikki Keogh (details below).

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. NFER will cooperate fully when a subject access request (SAR) is made. To exercise these rights, please contact our Compliance Officer (compliance@nfer.ac.uk).

6   Who can I contact about this project?

Any queries please contact Anne Kispal (a.kispal@nfer.ac.uk), Sarah Gibb (s.gibb@nfer.ac.uk), or Katharine Larkin (k.larkin@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 or client name in the first instance (see the 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/.

7   Updates

We may need to update this privacy notice periodically so 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.