



The Privacy Notice for school staff

Style Definition: Hyperlink: Underline

National Tutoring Programme – Tuition Partners

1 Why are you receiving this privacy notice?

Your school is taking part in the National Tutoring Programme – Tuition Partners (the TP programme). You are receiving this privacy notice because you have been designated as part of the team delivering the TP programme in your school.

To deliver, administer and evaluate the TP programme, we will need some personal data about you (see section 3). This privacy notice describes how we will collect and use this personal data.

This personal data is overlapping to the information required by tutoring providers for the delivery of their tuition services outside of the TP programme. This privacy information is only valid for the length of the TP programme. If your school has an existing relationship, or at the end of the programme chooses to continue to have a relationship with, your Tuition Partner, [\[enter TP Name\] Schools Partnership Tutors](#), then it is covered by their privacy materials, which can be found [here](#) ~~[add in link to TP privacy notice]~~.

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Note that a separate privacy notice for pupils and their parents/guardians will be shared with your school once it has signed the attached Memorandum of Understanding (MoU).

2 Why are we collecting personal data?

Your school has selected [\[enter TP Name\] Schools Partnership Tutors](#) (your Tuition Partner) to provide catch-up tuition in your school as part of the TP programme. The DfE and EEF have commissioned an evaluation to investigate the programme’s impact on pupil attainment and how this varies by different tutoring models, pupil- and school characteristics.

The evaluation will also look into the experiences of schools, tutors and pupils with a view to improve the delivery of similar programmes in the future. Information about you will be used to carry out the evaluation.

As the government’s full catch-up package is implemented, further research to assess the effectiveness of this programme, or analyse the effect of COVID-19 restrictions on pupils’ attainment and other outcomes may be commissioned. To reduce the burden on schools, the DfE and EEF reserve the right to re-use your personal data for research deemed compatible with the purposes outlined in this privacy notice.

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3 What personal data about school staff is being collected?

Tuition Partners will collect, store, and use the following categories of personal information about you and this will be shared with the Evaluator and with EEF.

From each participating school, the following will be collected:

- The **Headteacher** name and contact details
- Name, job title and contact details of the school's **key contact** (TP School Lead)

The Evaluator will use these contact details to liaise with the School Lead about the evaluation including pupil data, any assessment data and tutor session attendance data.

The Evaluator will contact the TP School Lead to complete a school survey, to distribute a classroom teacher survey and, in a sample of schools, to organise interviews with teachers and focus groups with pupils to collect views on implementation and perceptions of the TP programme. These parts of the evaluation are optional, but we hope schools will contribute as it will provide useful data about how delivery has gone this year, but also to ensure any future delivery as part of NTP can be improved.

The EEF will use these contact details to communicate with you about the TP programme and seek your feedback on aspects of the programme if you wish to provide it.

4 Who is responsible for deciding how your information is processed?

The Department for Education, the Education Endowment Foundation (EEF), and the Evaluator are joint data controllers for the evaluation. They decide how and what data will be collected and used. The Evaluator is a consortium led by National Foundation for Educational Research (NFER) that includes Kantar and the University of Westminster.

5 What do we do with the information about you?

The data we collect from your school about the TP School Lead will be used for all future communications between the school, your chosen Tuition Partner and the Evaluator. Your chosen Tuition Partner will contact the TP School Lead to collect pupil level data and schedule tutoring sessions for individual pupils.

The Evaluator will use the information about you for the evaluation and to contact you to complete the surveys as well as to organise interview with a small sample of teachers.

Data collected via surveys and interviews, including information you give about your views and experiences, will be analysed with those of other participants taking part in the evaluation and used to write a report. While information you provide will be specific to you, no data or quotes will be attributed to identifiable individuals.

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The EEF will also use the headteacher and key contact names and contact details to communicate with you solely about the TP programme – for example to send you a newsletter about the TP programme, and to ask for your feedback on aspects of the management of the programme, such as safeguarding arrangements.

No decisions are taken about individuals as part of the programme and there is no automated processing of your personal data.

6 What is the legal basis for these activities?

To make the use of your data in the evaluation lawful, the Evaluator has identified specific grounds, known as legal basis, for its processing. The legal basis available depends on the type of organisation so we have listed two below.

The EEF, NFER and Kantar have identified the following legal basis for processing personal data:

GDPR Article 6 (1) (f) which states:

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 the evaluation fulfils the Evaluator's core business purpose (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving the lives of learners by providing evidence about the most effective ways of providing catch-up tuition. The evaluation cannot be done without processing personal data but processing does not override the data subject's interests.

The University of Westminster have identified the following legal basis:

GDPR Article 6 (1) (e) which states:

Public task: *the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

7 How will your personal data be collected?

Your school's chosen Tuition Partner will ask your school to complete a Memorandum of Understanding (MoU). It confirms the Headteacher details and provides the name and contact details of the member/s of staff nominated as the TP School Lead. The Tuition Partner will share your school's details with EEF and contact details with the Evaluator via secure online portal. The Evaluator will collate and share the contact details with EEF via secure online portal.

Interviews with teachers and focus groups with pupils will also be used to collect views and perceptions of the programme.

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8 Who will personal data be shared with?

No individual will be named in any report for this project.

The Tuition Partner will share Headteacher and TP School Lead contact data with the Evaluator via a secure online portal. The Evaluator will collate and share the contact details with EEF via secure online portal.

The Evaluator will be using a secure online portal to collect data electronically. The Evaluator will administer school and teacher/ surveys online via Questback. Questback's privacy statement can be found at <https://www.questback.com/data-privacy/>

If data collected for the TP evaluation is to be used in other COVID-19 related research, it will be shared with the research organisations appointed to carry out that research.

EEF may share contact details with additional third parties to manage the newsletter and gather feedback on the management of the programme.

9 How is the security of your data maintained?

All partners have put in place appropriate measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those who have a business need to know.

Any data shared between the school, the Tuition Partners, EEF, the Evaluator and DfE will be via secure medium.

10 How long will your personal data be kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

The Evaluator will securely delete any personal data relating to evaluation one year after the publication of the final report, currently expected to be December 2021. Any personal data used for the distribution of NTP newsletter and safeguarding survey will be retained by the EEF until August 2022.

Your school's Tuition Partner will securely delete any personal collected for the evaluation alone at the end of the TP programme, when final grants have been paid (expected to be August 2021). Your Tuition Partner may keep personal data collected as part of the delivery of their tuition services for longer – this is covered in the privacy notice they provide.

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

No personal data is being transferred outside of the EEA for the delivery or evaluation of TP programme.

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~~Data protection legislation prohibits transfer of personal data outside of the EEA without appropriate safeguards. [insert TP name] transfers personal data outside of the EEA and safeguards it in the following ways [please complete].~~

12 What rights do I have over my personal data?

Schools and school staff can withdraw from the programme and/or from their data being processed at any time. The Department of Education, The Education Endowment Foundation, Tuition Partners and the Evaluator appreciate schools' and staff's support in collecting the data since it is very important for the validity of the results. Should you/your school withdraw from the programme and evaluation, the Evaluator will still use the evaluation data you have provided up to that point unless you indicate otherwise.

Under data protection legislation, you have the right:

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

If at any time you wish to exercise any of these rights, especially as regarding withdrawing or correcting errors, from the evaluation please contact TuitionPartners@nfer.ac.uk.

To exercise your rights relating to EEF's use for administration purposes, please contact partners@nationaltutoring.org.uk

13 Who can I contact about this project?

Your school's chosen Tuition Partner is responsible for the day-to-day delivery of catch-up tuition.

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If you have any queries about this element of TP programme please contact:

contact-us@sptutors.co.uk

The EEF and the Evaluator determine the purposes and means of processing personal data for the administration and evaluation of the programme. If you have concerns about the way this evaluation processes personal data, we request that you raise your concern with NFER in the first instance (see the details above).

Further information on the evaluation and privacy notice can also be found at:

<https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/>

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/>

14 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. This privacy notice was updated in February 2021 to reflect EEF's use of the key contact details for administration purposes. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.

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