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# Using examples to teach grammar to Year 7 (Cognitive Science Teacher Choices Trial) Parent/ Carer Privacy Notice

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## 1 Why are we collecting this data?

The Education Endowment Foundation (EEF) has commissioned the National Foundation for Educational Research (NFER) to undertake a randomised controlled trial (RCT) in their ‘Teacher Choices’ programme. ‘Teacher Choices’ trials explore the everyday choices teachers make when planning lessons and supporting pupils. This trial will compare three common approaches to teaching grammar to determine which is the most effective. Your child will be taught using one of the three approaches for a small part of two English lessons per week during the summer term. This document outlines how your child’s personal data will be collected and processed as part of the project.

NFER decides what happens to personal data as part of the trial, as outlined in this document, and is the Data Controller. NFER is working in partnership with the University of Exeter and with the University of Birkbeck and University College of London (UCL) through their Centre for Educational Neuroscience, but no pupil data will be shared with these research institutions and they have no data protection role in relation to pupil data.

## 2 What is the legal basis for processing activities?

The legal basis for processing personal data 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 the RCT fulfils one of the NFER’s core business purposes (undertaking research, evaluation and information activities). The project has broader societal benefits and will contribute to improving classroom practice. The trial cannot be done without processing personal data, but NFER ensures that your and your child’s rights (see section 9 for further information) are protected at all times.

## 3 How will personal data be obtained?

If your school participates in this trial, we will ask the school to provide pupil data via a secure online portal.

Pupils may also be observed in the classroom environment and asked via a group discussion about their experience of and attitudes towards the approach to teaching grammar they have



experienced. These activities will be carried out in person by NFER researchers visiting schools. If your child is invited to take part in a group discussion, you and your child will be informed in advance, and will have the opportunity to withdraw if they do not wish to participate.

NFER will also ask schools to administer a short assessment to pupils halfway through the summer term, based on teaching up to that point, and a bespoke English assessment devised and marked by NFER at the end of term.

## 4 What personal data is being collected by this project?

NFER will collect personal data about pupils from participating schools. This includes:

- name
- date of birth
- unique pupil number (UPN)
- information on ability grouping
- responses from the short assessment and bespoke English assessment
- attitudes towards the grammar approaches via group discussions with a sample of pupils.

NFER will also match the pupils to the Department for Education's (DfE's) National Pupil Database (NPD) to gain their gender, Key Stage 2 (KS2) English attainment data, free-school meal (FSM) eligibility, and English as an Additional Language (EAL) status to inform the analysis.

## 5 Who will personal data be shared with?

We will not use your child's name or the name of the school in any report arising from the research.

NFER will not share any pupil data with our partners the University of Exeter, the University of Birkbeck and UCL.

EEF will receive pseudonymised pupil data as part of the archiving process (see below for details).

To be able to access the pupil data listed in section 4 from the DfE's NPD, NFER will share pupil names, dates of birth and UPNs via DfE's secure email system in a password-protected file and the data will then be encrypted and saved to secure servers. DfE will match the data with information about the pupils from the NPD and transfer the matched de-identified dataset to the Secure Research Service (SRS) for analysis.

For the purposes of research and archiving, the pseudonymised<sup>1</sup> pupil data will be linked with information about the pupils from the National Pupil Database (NPD) and shared with the DfE, the EEF, the EEF's archive manager, the Office for National Statistics (ONS) and potentially other

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<sup>1</sup> Pseudonymisation is a technique that replaces or removes information (like names or other meaningful identifiers) in a data set that identifies an individual.



research teams. Further matching to NPD and other administrative data may take place during subsequent research.

At the point of archiving, EEF will have the data controller responsibilities for the archived data. Please see EEF's privacy notice for more information on how EEF processes and will use your child's data: <https://educationendowmentfoundation.org.uk/projects-and-evaluation/evaluation/evaluation-guidance-and-resources/archiving-evaluation-data>

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

NFER will not transfer data outside of the EEA.

## 7 How long will personal data be retained?

Audio recordings from group discussions will be transcribed and deleted within one month of the focus group date (group discussions are due to take place in June/July 2024).

All personal data will be deleted within one year of publication of the final report of the Using examples to teach grammar to Year 7 (Cognitive Sciences Teacher Choices Trial), currently expected to be spring 2025.

## 8 How is the security of my data maintained?

The NFER 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. NFER has been certified to ISO / IEC 27001 2013 (GB17/872763) the international standard for information security and holds Cyber Essentials Plus (details available on request). NFER operates Microsoft Windows Operating Systems and industry standard enterprise software such as databases and email, all managed to recognised industry standards with a full patching regime. All NFER laptops and mobile storage devices are encrypted and accessed with PIN-codes and strong passwords. Annual penetration tests are carried out by a CHECK-accredited supplier and remediation undertaken. We use a replicated disaster recovery service (RDRS) which allows the business to continue to operate in the event of failure. Any personal data which is shared with us is transferred using our secure portal and is encrypted in transit (HTTPS and TLS 1.2).

## 9 Can I stop my child's/children's personal data being used?

We expect that your child will enjoy their involvement in the project but you can withdraw your child/children from the data collection of the trial at any time until 1 September 2024 (at which point the data will have been pseudonymised and analysed). However, the NFER appreciates schools'



and participants' support in collecting the data since it is very important for the validity of the results. If you withdraw your child/children's data from the evaluation, unless otherwise instructed, we will use any data we have collected up to that point in our analysis. Note that withdrawing your child's data from the evaluation will not impact their involvement in classroom activities around the project.

NFER will handle your child/children's personal data in accordance with the rights given to individuals under data protection legislation. Details of how to withdraw are set out in a letter about the project or you can contact NFER at [teacherchoices@nfer.ac.uk](mailto:teacherchoices@nfer.ac.uk) if you wish to withdraw your child/children's data from this research evaluation (at any time until 1 September 2024) or correct errors in the data we hold.

Under certain circumstances, you have the right:

- to request access to information that we hold about your child/children (subject access request)
- to have your child/children's 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 child/children's 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 your child/children.

To exercise these rights, please contact our Compliance Officer, [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

## 10 Who can I contact about this project?

NFER is responsible for the day-to-day management of the trial. If you have any queries about the trial, please contact Sarah Millar by email at [teacherchoices@nfer.ac.uk](mailto:teacherchoices@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 the details above). If you are still 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/>.

## 11 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. 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.