



Information sharing requirements for the Tailored Support Programme evaluation

Summary for schools

When teachers and school leaders participate in the Tailored Support Programme (TSP), they may be required to provide personal information to the Department for Education (DfE) and agree to the collection and analysis of data for research purposes.

The Secretary of State needs this information to properly manage and evaluate the success of the TSP in order to maximise the value obtained from the public money expended to the Programme. The purpose of the TSP is to improve standards in education by improving teacher supply in schools with considerable supply needs, in compliance with the duty on the Secretary of State for Education pursuant to section 10 of the Education Act 1998 to promote the education of the people of England and Wales.

TSP participants should be made aware what personal information will be shared with, and analysed by, the Department for Education (or third party contractors acting on its behalf) and why this is lawful. On joining the TSP, participants are agreeing to the collection of data by the school and to the sharing of this data with DfE.

Recommendation

While schools may have their own general privacy notices, please find below a suggested privacy notice to make available to ALL school leaders and teachers involved in the TSP; preferably at the point they sign up to the Programme. This also includes information about requests to participate in the wider evaluation of the TSP and quality assurance (QA) activity.

Introduction

The Tailored Support Programme (TSP) is funded and provided by the Department for Education, which is committed to evaluating the effectiveness of the Programme to improve teacher supply in participating schools and supporting continuous improvement of the TSP. We want to analyse aspects such as take-up, withdrawal, completion and teacher supply outcomes of participating schools, as this information will help us to develop and improve the TSP in the future. We want to do this efficiently and effectively with minimum time burden for schools, school leaders and teachers.

We therefore need your school to assist us with this evaluation by sharing information relating your schools', school leaders' and teachers' participation with us, to be used purely for research and evaluation purposes. To achieve this, we or third party contractors acting on our behalf, plan to:

1. Collect information on a termly basis regarding your schools' progress with your support package, as well as information of any school leaders or teachers taking part in the Programme, in order to analyse engagement with the TSP.
2. Request that headteachers, schools leaders and teachers assist us with our research by taking part in surveys to gather direct views and experiences about the TSP.
3. Request that headteachers, school leaders and teachers assist us with our research by taking part in qualitative interviews to provide a rich understanding of their view and experiences, and thoughts on the perceived impacts of the TSP. This activity will be limited and most participants will not engage with the evaluation at this level.
4. Link information given to other administrative data held by the Department or to which it is lawfully permitted access, including the School Workforce Census (SWC). Any information provided and linked information would be anonymised and processed by DfE, or contractors working on its behalf, for the sole purposes of the evaluation and measuring impacts of the TSP on teacher supply.
5. Request that the DfE, or a contractor working on its behalf, contact participants again up to 18 months after involvement in the TSP. This would be with the purpose to follow-up on the support received through the TSP or to consider being a report case-study for the TSP. The choice to engage with this would be up to the discretion of schools and participants.

Data provided to us will be shared with the appointed TSP evaluators, and analysis and research will only be carried out to evaluate the delivery and success of the TSP. Any reported findings will appear at an aggregated level with no individual participant or school identified or identifiable without their consent. Schools and teachers will be given the choice to opt-in to be case-studies, if they wish.

The Data Protection Act 1998 (DPA)

Except in certain circumstances, organisations collecting personal data must inform individuals of the nature of personal data they plan to collect, how they will use it, who it might be shared with and why. This usually appears in the form of a written policy notice and should be made available to individuals prior to their personal data being collected

For this reason, it is important that teachers and school leaders participating in the TSP are made aware that personal information will be shared with DfE, and third party contractors, for these evaluation purposes.

This data handling policy complies with new data protection legislation coming into force in May 2018.

Considerations

Schools may already be storing and processing personal information relating to school leaders and teachers and should already be following procedures for complying with the data protection legislation that may include existing privacy notice(s). However, it is unlikely that your existing privacy notice(s) will go into detail to make participants of the TSP aware that their personal data will be shared with DfE, and third party contractors, for evaluation purposes.

Recommendation

Schools will need to make all participants aware of the above; ideally at the point they sign up to the Programme. **Please note that it is important to make this information available to all of those who are involved in the TSP.**

Information DfE would like to be made available to TSP participants:

Agreement for data collection and analysis

In registering /applying for support as part of the Tailored Support Programme (TSP), you are agreeing to the collection and sharing of personal data, such as your name and TRN, with the Department for Education (DfE).

You can find more information about DfE at www.gov.uk/dfе.

The information below explains:

- what data will be collected;
- why data is being shared with DfE;
- other opportunities to contribute to the evaluation;
- what makes it lawful to collect and share the data with DfE;
- how this affects you;
- contact details for further information.

Who we are:

This work is being carried out by the Teachers' Analysis Division on behalf of the Sub-National Supply and Regional Delivery teams, who are a part of the Department for Education (DfE). For the purpose of data protection legislation, the DfE and the schools are the data controllers for the personal data processed as part of the Tailored Support Programme (TSP). Any third parties processing personal information on behalf of the Department for Education will be acting as its data processors.

What personal data will we collect and share with DfE and its approved contractors?

For each participant, we will collect and share the following (referred to as personal data) with DfE:

Personal data:

- Name of applicant/participant
- Teacher Reference Number (TRN)
- Email address
- Current job role/post

What is the purpose of the data sharing?

Personal data will be collected and shared with DfE, or its approved contractors, for the purpose of research, evaluation, planning and statistical analysis. This will enable DfE to:

- monitor performance of the TSP and individual support strands;
- deliver Quality Assurance (QA) of each support strand and the Programme overall;
- evaluate the effectiveness of the TSP;
- understand the characteristics of who engages, completes and benefits from the TSP and in what way, and who does not;
- identify good practice and opportunities to improve the TSP delivery model;

- understand the outcomes of support for participants, schools and pupils, and any opportunity to improve these outcomes.

The evaluation will directly inform the review of the performance and quality of delivery of the TSP, and any improvements to the TSP policy and delivery, and the outcomes for future participants.

How will DfE use the personal data we share with them?

We will collect and share personal data from you and about your journey through the TSP (e.g. if you withdraw, complete) with DfE (and the external evaluator working on its behalf).

DfE or the external evaluator will:

1. Analyse the personal data in order to understand the characteristics of teachers and school leaders participating in the TSP (and thereby identifying other groups who are not participating). This information will be used to explore the characteristics of participants who withdraw, drop-out or complete and any common factors.
2. Link and match this data with other information that DfE already collects or holds (e.g. [School Workforce Census](#), [national statistics for schools](#), [Get information about schools](#) (GIAS) formerly known as Edubase) or data to which it is lawfully permitted access e.g. regional economic information. This enables analysis of the longer-term benefits of the TSP, e.g. whether teacher retention improves, and how many people progress/are promoted. This means we can avoid asking you to give us the same information twice. DfE will not share any information that will identify you, or any other third party, unless it is permitted to do so by law and it meets DfE's policy on data sharing.

How will I be asked to contribute to the evaluation?

1. On behalf of DfE, we, or the TSP evaluator, will invite all participants to complete an online evaluation survey about your expectations and experiences of the support you receive. At later dates, or at the end of the Programme, we will ask you to reflect on your thoughts of the support you received and its impact. During the programme, a contracted evaluator working on behalf of DfE will invite you to complete surveys asking you about the content and delivery of the TSP and your perceptions of impacts. If you take part, you will not be identified in any results of the evaluation and you can ask not to participate, or change your mind, at any time.
2. In addition, DfE (or the appointed evaluators) may contact you to ask you to assist with their research by taking part in telephone or face-to-face interviews or focus groups; the purpose of this is to provide a richer understanding of your views and experiences. Please note that, if contacted, you will be under no obligation to take part and you can change your mind at any time. If you do agree to participate, you will not be identified or identifiable in any results of the evaluation.

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. In this case, it is necessary for the department to carry out this work, and to use the information for these purposes, to exercise its functions. It is also in the public interest to do so.

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this project:

- We are sharing your information with DfE as outlined above.
- DfE are employing an external education system leader and an external research contractor to process your personal data on our behalf. This means that they will collect information on a termly basis regarding both your and your school's engagement with the TSP (e.g. if you withdraw or complete support). The external evaluator will analyse this data in order to assess overall engagement with the TSP, and characteristics of schools and teachers taking part. They may also contact you to request your participation in quantitative and qualitative research.
- we need to share your personal data with the external research evaluator in order for them to evaluate the success of the delivery of the TSP and its impact on teacher supply

How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purpose(s) of evaluating this Programme, after which point it will be securely destroyed. Please note that, under data protection legislation and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely.

Your data protection rights

You have the right:

- to ask us for access to information about you that we hold;
- 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 (i.e. permitting its storage but no further processing);

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Last updated:

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on: **20/02/2018**

Contact Info:

If you have any questions about how your personal information will be processed by the DfE for the purposes of this evaluation, please contact: subnational.teachersupply@education.gov.uk.