

The Skills Imperative 2035: essential skills for tomorrow's workforce

Privacy notice for informal trialing of the essential skills survey

1 Why we are collecting this data?

NFER is leading [a strategic research partnership](#), funded by the Nuffield Foundation, to identify the essential employment skills people will need for work by 2035. From Spring 2022 to Summer 2023, NFER will be running a survey to measure the key skills of the UK workforce.

This privacy notice concerns the **informal trialling** activities that are a key part of the development of that key skills survey. Informal trialling consists of one-to-one conversations between a member of the public (aged 16+) and NFER researchers. Participants will be asked to respond to draft survey material, and to share any thoughts and queries about the content. NFER is the data controller for the informal trial.

NFER researchers will use the outcomes of the informal trialling to make important decisions about survey content.

2 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'.

We have carried out a legitimate interest assessment, which demonstrates that the evaluation fulfils one of NFER's core business purposes (undertaking research, evaluation and information activities). It cannot be done without processing personal data but processing does not override the data subject's interests. The evaluation will contribute to the evidence base on the skills need of the UK workforce.

3 What personal data is collected during informal trialling?

Participants in informal trialling will be individuals known to NFER staff. They will be approached directly by NFER staff and asked if they are willing to take part.

If individuals agree to participate, NFER will store their names and contact details (email address and/or phone number) for the purposes of arranging and carrying out the trialling. In the course of

the trialling, researchers will ask some questions about participants' background (gender, age, current employment, and educational background). When the information from the trial is being analysed, this information will be used to contextualise participants' responses to the survey materials.

The data collected from interviews will be pseudonymized (i.e. it will have directly identifying information removed) before it is analysed. Any identifying personal details disclosed in the course of the informal trialling will not be recorded by researchers.

4 Who will personal data be shared with?

The details will not be shared with any other person or organization outside NFER.

Data will be collected by telephone, or via videoconferencing technology. Depending on the method used, it may be necessary to share personal data with a third party providing video conferencing facilities, for example Zoom or Microsoft Teams. Zoom's privacy information can be found [here](#). Microsoft Teams (a video conferencing and online meeting application) may also be used to conduct the interviews. Microsoft Teams' privacy information can be found [here](#).

5 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?

Participants' names and contact details will be deleted at the end of September 2022, after trialling activities are completed. Participants' responses to questions will be retained, but it will not be possible to use them to identify individuals.

6 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 David Simcock or Neelam Basi (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).

7 Who can I contact about this project?

Any queries please contact Jude Hillary (j.hillary@nfer.ac.uk), David Simcock (d.simcock@nfer.ac.uk) or Lisa Kuhn (l.kuhn@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). 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/>.

8 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.