
Privacy notice for school staff taking part in the trials of NFER Online Assessments

1. Who are we and why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking a project to develop, pilot and deploy an online tool for primary schools. This privacy notice relates to the NFER's collection of personal data from individuals who are taking part in standardisation, technical and qualitative trials.

NFER will use this data to:

- investigate how different users (teaching staff, learners, administrators) engage with an online assessment system
- check how learners interpret and respond to different types of questions
- organise future research
- respond to queries and improve user support
- obtain data on the functioning of the test and to produce the standardised and age-standardised scores
- inform the development of mark schemes, ensuring that all answers are addressed in the mark schemes.

These trials also process learner data, information about that processing is available [here](#).

NFER is the data controller for the personal data processed as part of the development of its online assessments tool.

2. What is the legal basis for processing activities?

The legal basis for processing personal data is:

General Data Protection Regulation (GDPR) Article 6 (1) (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Our legitimate interest for this processing is the development of assessments, one of NFER's core business purposes. Continuous research and trials involving staff and learners is an important part of improving and delivering this assessment and support for users. We have carried out a legitimate interest assessment; confirming that we cannot carry out this

work without processing personal data, but the processing does not override the data subject's interests.

3. How will personal and special data be obtained?

Upon agreement that your school will participate in the trial, your personal data will be requested by NFER's trials team in order to communicate with you as we prepare for your test date. This data will be requested either through NFER's secure online school portal or via direct communication from our team. Schools may set up additional staff accounts on the NFER online assessment platform as needed. This data will be available to NFER for use in the trials and subject to the details set out in this privacy notice.

Staff users requiring support through the online ticketing system will supply their name and email address to enable NFER to respond to their query.

Online surveys will be used to collect feedback. These can be submitted anonymously; users can submit their name and contact details if they wish.

4. What data is being collected by this project?

We will be collecting personal data from the school staff members that we envisage being users of the online assessment tool, including head teachers, office staff, teachers and teaching assistants. Categories of personal data that we will be using are:

- Forename
- Surname
- Email address
- Job title/employment information
- Views about online assessments
- Your voice in the video call

If schools are taking part in remote observations:

- The voice and image of the teacher/member of school staff supervising the technical trial.

For system users, support queries and surveys we will collect the name and email address only.

5. Who will personal data be shared with?

The participant information we collect from staff will be treated in confidence and will only be used within NFER for the development of the online assessment. The online platform is hosted on Microsoft Azure servers in the EEA. We will not use any personal or identifiable data in any published reports based on this research.

Support queries will be submitted and collated through Freshdesk support software. The data is stored on Amazon Web Service servers in the EEA. Further information: <https://www.freshworks.com/privacy/>.

Surveys will be conducted using Questback. Data is stored on their servers in the EEA. Further information: https://www.questback.com/assets/uploads/Survey_Privacy_Policy.pdf

Remote support and observations will be conducted using online video conferencing tools such as Go To Meeting or Zoom (a video conferencing and online meeting application). Please click on the following link to see Go To Meeting's privacy information: <https://www.logmeininc.com/legal/privacy/international> and <https://zoom.us/en-us/trust/legal-compliance.html>

6. Is personal data being transferred outside of the UK?

All personal data collected by NFER is stored in the EEA.

7. How long will personal data be retained?

We will only keep your personal data for as long as we need it for the purpose of this piece of work, after which point it will be securely destroyed.

This project is due to end in January 2026 at which point all participant data will be deleted.

8. Your rights

NFER handles personal data in accordance with the rights given to individuals under data protection legislation.

You have the right:

- of access
- to rectification
- to erasure
- to restrict data processing
- 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 find out how you can exercise these rights please contact compliance@nfer.ac.uk

9. Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Contact the NFER Online Assessments trials team at noatrials@nfer.ac.uk with any queries.

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 remain dissatisfied, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

10. Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.

Date	Amendment	
02/02/2024	Section 1 - Inclusion of technical trial to the scope of the privacy notice Change of terminology from pupils to learners	