

Privacy notice for employer focus groups exploring the inclusion of technical/vocational qualifications in job advertisements

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) is undertaking research to investigate the representation of technical and vocational qualifications in job advertisements and the recruitment process, and to understand employer motivations and decision-making around the reference to qualifications during recruitment. The research will take place between January 2024 and September 2024.

The study includes focus group discussions with staff representing a range of employers in different sectors. The key aim of these focus groups is to understand employers' motivations and decision-making when hiring, awareness and perceptions of the use of qualifications and barriers to the inclusion of qualifications in the recruitment process.

For the purpose of data protection legislation, NFER is the data controller and decides what data will be collected and how it will be used. Criteria is the data processor and will follow NFER's instruction about how data should be handled.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is:

- **Article 6 (a) Consent: the individual has given clear, opt-in consent for you to process their personal data** for a specific purpose.

Once given you can withdraw consent at any time by contacting NFER (details below) or Criteria.

3 How will personal data be obtained?

Criteria, on behalf of NFER, will contact staff responsible for recruitment in a range of organisations to engage them in the focus groups. Once they have agreed to participate in the research, Criteria will pass on the contact details of these individuals to NFER.

NFER will then facilitate a set of four focus groups held in April and then two follow-up focus groups in June. Following their engagement in the first set of focus groups, participants will be re-contacted and invited to take part in one of the follow-up focus groups.

Participation in the focus groups is entirely voluntary. Participants will be fully briefed on the purposes of the research and how the information they provide will be used before consenting to take part. Contact details will only be used for the purposes of the research.

4 What personal data is being collected by this project?

The personal data collected in this project will include:

- Name
- Contact details
- Role
- Employer
- Sector of employer
- Size of employer
- Location of employer.

Facilitating the focus groups will mean that NFER processes participating individuals' views and opinions on technical and vocational qualifications.

5 Who will personal data be shared with?

Data will be shared between Criteria and NFER.

NFER will produce a publishable report. No individual or organisation will be identifiable in NFER's report, unless permission has explicitly been given by the data subject.

Microsoft Teams (a video conferencing and online meeting application) may also be used to conduct the interviews. Microsoft Team's privacy information can be found [here](#).

6 Is personal data being transferred to a third country?

NFER will not transfer any data outside of the UK.

When we, or our permitted third parties, transfer your information outside the UK we or they will impose contractual obligations on the recipients of that data to protect your information to the standard required in the EEA.

7 How long will personal data be retained?

NFER will delete any personal data within six months of publication of the final report, which is scheduled for September 2024. At the latest, all personal data will be deleted by March 2025.

8 Can I stop my personal data being used?

NFER handles personal data in accordance with the rights given to individual under data protection legislation. Under certain circumstances data subjects have the right:

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

If you contact us to exercise one of these rights, we may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This helps us ensure that personal information is not disclosed to any person who has no right to receive it.

9 Who can I contact about this project?

Any queries about the day-to-day management of the data processing outlined in this privacy notice, please contact Megan Lucas at NFER on 01904 567196 or at m.lucas@nfer.ac.uk.

If you have concerns about the way this project processes personal data, please raise your concern by contacting our Compliance Officer: compliance@nfer.ac.uk.

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/>.

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.