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## Privacy notice for NTP providers participating in interviews

### Evaluation of the National Tutoring Programme Year 3

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#### 1 Why are we collecting this data?

The National Tutoring Programme (NTP) is an important part of the Government's Covid-19 recovery response, providing schools with funding to spend on targeted tuition support for pupils who have been hit hardest by the disruption caused by the pandemic. Information about the NTP and its tutoring routes can be found [here](#).

The Department for Education (DfE) has commissioned the National Foundation for Educational Research (NFER) to evaluate the NTP delivery model and the services being delivered in 2022-23. The evaluation includes telephone/online interviews with NTP providers (DfE customer support, tuition partners, and contractors responsible for training for tutors, the recruitment of academic mentors, and tuition partner quality assurance). You are one of those providers and have agreed to be interviewed.

This privacy notice is specific to the evaluation and provides information about how personal data will be collected and processed for this element of the evaluation.

#### 2 Who is this project sponsored and funded by?

The DfE has commissioned the NFER to carry out this evaluation.

The DfE is the data controller for any personal information used for this evaluation. They have determined the means and purpose of the processing of personal data in the evaluation. The NFER is a data processor; it only follows the instructions of DfE when processing personal data.

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

DfE is the data controller and have commissioned the NFER to process the data for the evaluation as it is necessary for the performance of a task carried out in public interest vested in the DfE (article 6 1 e).

The statutory basis for these tasks are set out in:

- S.10 The Education Act 1996: The Secretary of State shall promote the education of the people of England and Wales.

## 4 How will personal data be obtained?

The DfE or one of its NTP providers has asked you if you are willing to participate in the research and be contacted by an NFER researcher. If you agree to participate, either they or you will share your contact details with NFER via email, which will be used to organise an interview for the research.

Further personal data will be collected directly from you during the interview.

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

The following personal data will be collected about you:

- Name
- Email address
- Telephone number.

During the interview, information about your perceptions of being involved in the NTP will be collected.

## 6 Who will personal data be shared with?

**No individuals, schools or Tuition Partners will be named in any report for this project.**

The names of providers (e.g. DfE customer support and the contractors responsible for training for tutors, the recruitment of academic mentors, and tuition partner quality assurance) will be identifiable due to the specific nature of their roles (individuals within these organisations will not be named).

Your personal data will not be shared with anyone outside of the NFER research team.

If interviews are carried out using video conferencing facilities instead of telephone, it may be necessary to share contact details with a third party providing video conferencing, for example Zoom or Microsoft Teams. Privacy notices for Zoom and Microsoft Teams can be found at <https://explore.zoom.us/docs/en-us/privacy.html> and <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>.

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

No personal data collected by the NFER is being transferred outside of the EEA.

## 8 How long will personal data be retained?

NFER will retain personal data (such as contact details) until the completion of the evaluation (May 2024). Interview recordings will be deleted as soon as anonymised datasets or written transcripts have been produced.

## 9 How is the security of your data maintained?

NFER has measures in place to prevent personal data being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. NFER limits access to personal data to staff members who have a business need to see it.

NFER has been certified to ISO27001 (GB17/872763) the internal standard for information security and holds Cyber Essentials Plus (0 5 6 9 0 4 6 c - a 7 6 9 - 4 8 a b -9 2 9 9 - 1 5 5 3 4 a 6 8 a b 3 0). 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.

## 10 What rights do I have over my personal data?

The DfE and NFER appreciate participants' support in collecting this data since it is very important for the validity of the results.

Under data protection legislation, you have the right:

- to request access to information that we hold about you (subject access request)
- 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 pupil'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 the pupil.

If you wish us to withdraw your data from the evaluation or correct errors in it, please contact [NTP@nfer.ac.uk](mailto:NTP@nfer.ac.uk). Note that at the point of analysis the interview data is anonymised and reported in combination with other interview data. We can only withdraw interview data prior to analysis and reporting.

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk).

## 11 Who can I contact about this project?

The NFER is responsible for the day-to-day management of this evaluation. Please contact [NTP@nfer.ac.uk](mailto:NTP@nfer.ac.uk) with any queries.

DfE determines the purposes and means of processing personal data as part of this project. Please see the DfE's [Personal Information Charter](#) for further information and contact details for their Data Protection Officer.

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or DfE in the first instance (see the details above). 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/>.

## 12 Updates

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