NFER
National Foundation for
Educational Research

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

Privacy notice for Essential Skills Survey
15-18 sample

1   Why are we 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. The nature of the skills that employers will need in the workplace of the future is expected to change as more technologies are introduced. From Spring 2022 to Summer 2023, NFER will be running a survey to collect information about people's level of skills in the areas expected to be most vital in the future. These skills can be developed in the workplace or in another setting.

Data collection is expected to run from April to September 2023. Participants' personal data will be used to answer the following research questions.

- What skills are available in the English labour market today, and what skills are likely to be available in the future? How does this vary depending on people's characteristics, for example their demographic and socioeconomic characteristics?
  - Which groups of workers/economy sectors are likely to be least/most affected by the changing demand for key skills?
  - What is the relationship between people's non-cognitive skills and their cognitive skills?
  - How do people's skills relate to their educational attainment and post-16 educational choices?

For more detail about NFER's 5-year research programme - *The Skills Imperative 2035: essential skills for tomorrow's workforce* - see here. This research programme is due to finish in 2026 but ongoing skills needs will continue to be an area of interest and further research using data collected as part of this survey may be undertaken. NFER would like to be able to contact you again to participate in follow-up research or to use your responses in follow-up studies. We will only do this if you give us permission to do so. Any new research would be compatible with the purposes set out in this privacy notice and would be used to inform education policy and practice for the public good. Any additional use would have to be approved by NFER's Code of Practice Group.

This privacy notice concerns the skills survey and NFER work on essential skills development. NFER is responsible for making decisions about how this personal data and under data protection legislation is described the data controller. Verian (formerly Kantar Public) is supporting NFER with this work and is considered the data processor (they only process personal data for the survey under NFER instruction). Not all the personal data being used in this research programme will be

collected directly by the survey you have been asked to complete, for which NFER is the data controller. Some personal data is provided by third parties and, in such cases, the third parties such as Verian or the Department for Education (DfE) are independent controllers of that personal data (responsible for deciding the means of purpose of how that data is processed). As controller they ensure that appropriate measures are in place to allow data sharing with NFER to take place.

As part of this project, a pseudonymised data set (with direct identifiers such as name replaced by a numeric identifier) will be deposited in the UK Data Archive (managed by UK Data Service, University of Essex). This supports NFER's commitment to open science and methodological developments.

2   Why are you being asked to complete this survey?

The survey is being run for NFER (the data controller) by Verian (the data processor. You are receiving this survey because you are part of a sample of 15- to 18-year-olds selected by Verian from data held in the National Pupil Database (NPD) and/or the Individualised Learner Record (ILR). The sample of students currently in year 11 and year 13 that have been selected to receive this survey has been chosen in such a way as to ensure the selected sample is representative of the population on a range of variables (e.g., gender, region etc.). The Department for Education is responsible for decisions about means and purposes of processing data from the NPD and ILR; this means that DfE is the data controller for these datasets.

3   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 this research 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 subjects' interests.

To mitigate the risks to the rights and freedoms of the individual data subjects as far as possible, NFER has put in place the technical and organisational measures set out in this privacy notice.

A separate legal basis is identified for processing special data. The legal basis for processing special data is covered by:

> GDPR Article 9 (2) (j) which states: Archiving, research and statistics (with a basis in law): processing is necessary for archiving purposes in the public interest, scientific or historical

research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

We are confident that the research should not cause damage or distress to the data subjects. Its outcomes will contribute to the evidence base on the skills need of the UK workforce and will not result in the creation of measures or decisions being made about any individual.

4   What personal data is processed during this research?

The following types of personal data will be collected directly from all respondents to the survey:

- full name
- date of birth
- country of birth
- postcode
- the school you are currently attending or attended in year 11 (i.e., the fifth year of secondary when you were 15-16)
- gender
- ethnicity (special category data)
- whether you have a physical or mental health condition or illness
- general information about your employment status and history
- general information about your current or last paid employment
- general information about educational background and qualifications
- general information about your parents' educational background
- current salary
- general information about training and development at work
- your personality traits
- job and life-satisfaction questions
- your skills
- the requirements for certain skills in your current or last job, in terms of the level and importance of skills needed to perform your current or last job

The main body of the survey consists of around 80 closed questions which ask respondents to indicate their agreement or disagreement with statements about themselves, and also to indicate the level and importance of skills required to perform their current or last job. These statements are generalized and responses would not help identify individuals.

With your permission, additional information about you will be collected indirectly through linking to administrative data sets (data which is collected by government departments and agencies) (see appendix). The following types of information may be obtained:

- education history and attainment
- employment history and status
- applications and admissions to higher education

- cognitive and non-cognitive skills
- education provider(s) you attended
- prior eligibility for Free-School Meals
- prior housing status
- migration history
- your general health and disability status, and disabilities in your household
- other background characteristics at school and your proximity to school.

5   Who will personal data be shared with?

Verian will be collecting survey responses using a range of methods, including 'Computer Assisted Wed Interviewing' (CAWI) and 'Address Based Online Surveying' (ABOS).

Verian will share the identifiable data with NFER.

Your responses may be linked with other data held about you in administrative datasets, including the Longitudinal Educational Outcomes (LEO) dataset, the National Pupil Database (NPD), the Individualised Learner Record (ILR), the Annual Survey of Hours and Earnings (ASHE), the Survey of Adult Skills (PIAAC), the Census, databases held by the Universities and Colleges Admissions Service (UCAS) and data from the Higher Education Statistics Authority (HESA). NFER will share a copy of identifying data with the Office of National Statistics (ONS)'s 'Secure Research Service' so that it can be linked with data held on you in these databases. This will only be done where you give us permission to link your survey responses with other datasets. More detail on this process and each of these datasets is available in the appendix. Data from this survey will only be linked to ASHE data where you are in the 1% of employee jobs sampled by HMRC and your employer submitted details on your earnings and paid hours to HMRC.

Once the research activity using these data linkages is complete, nothing is held by DfE or the Office of National Statistics for their future use. Your data will not be shared with any other third parties. NFER will host the identifying data on servers within the UK (NFER's servers are operated currently by NFER's service provider, Dudobi). Verian will host the identifying data on servers within the UK/EEA.

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

No personal data is stored or transferred outside of the EEA.

7   How long will personal data be retained?

Verian will delete all personal data relating to the essential skills survey from its secure network drives within 1 year of fieldwork being completed.

At this time, pseudo-anonymised data will be made available on the UK Data Archive (University of Essex) which is a publicly available data archive, which means anyone can access and download the datafiles for future analysis. Their Privacy Policy can be found here: https://ukdataservice.ac.uk/privacy-policy. Verian will pseudo-anonymise the data before it is made available in the UK Data Archive, which means that we will replace direct identifers (name, date of birth, postcode etc.) with artificial identifiers/ pseudonyms, or categories from which you should not be identifiable. The breadth of the categories described should mean that responses cannot be combined to make individuals identifiable (e.g. specific data of birth will be used to calculate age, which will be aggregated into broader bands, e.g. 35-44, before specific date of birth is then deleted).

If you consent to NFER re-using your data and potentially recontacting you for future research projects then your identifying data will be held for up to five years by NFER.

This retention schedule only covers data collected as part of *The Skills Imperative 2035* Skills survey.

8   Security measures

Both NFER and Verian have put in place appropriate measures to prevent participants' personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, each organisation involved will limit access to their staff members who have a business need to see it.

Verian's security arrangements have been robustly assessed by NFER to ensure appropriately high levels of security.

NFER has been certified to ISO27001 (GB17/872763) the internal standard for information security and holds Cyber Essentials Plus (2dac9450-5174-4c60-9c88-8cb88c7a4090 - recertification due 3 October 2023). 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 Public operate in the event of failure. Any personal data which is shared with us is transferred using our secure portal and is encrypted in transit (HTTPS and TLS 1.2).

Verian also have rigorous data security and storage controls, in line with the requirements of the 2018 Data Protection Act and GDPR. Verian is compliant with and certified to ISO 27001 (GB18/961799.00), the international Information Security Management Standard and Cyber Essentials.

9 Can I stop my personal data being used?

NFER and Verian handle personal data in accordance with the rights given to individuals under data protection legislation. Under it, 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 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

To exercise these rights, please contact

- NFER: Luke Bocock (l.bocock@nfer.ac.uk) or Neelam Basi (n.basi@nfer.ac.uk)
- Verian: Stephen McGinigal (Stephen.mcginigal@kantar.com)

10 Who can I contact about this project?

If you have any queries, please contact Luke Bocock (l.bocock@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, 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/.

11 Updates

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

12 Appendix

As part of this research programme, we wish to link data from the Skills survey with the following administrative datasets. We will only do this where you provide us with permission.

HESA data: The Higher Education Statistics Authority (HESA) collects, publishes and assures data about student participation in higher education in England. If an application is approved for access to HESA data, student data from HESA is matched to the requested datasets and the matched dataset is then sent to the Office for National Statistics (ONS) Secure Research Service (SRS) where NFER's approved researchers perform their analysis. Prior to exporting the outputs of this analysis, it is checked to ensure that no individual pupil can be identified in the output. Neither HESA nor ONS hold any individual data uploaded by NFER for future use. Following a merger, the HESA is now part of Jisc and Jisc is the data controller for HESA data. Privacy information for HESA data is available here.

Longitudinal Educational Outcomes (LEO) dataset: The LEO dataset is a de-identified, person-level administrative dataset that brings together education data with the employment, benefits and earnings data of members of the public. The dataset allows researchers to analyse longer-term labour market outcomes at a person level. LEO is used by the Department for Education to inform policy and approved users can apply for extracts for research that is of public benefit. If an application is approved, individual data extracted from the tool is shared with the LEO team and matched to the requested datasets. The LEO team then send the matched set to the Office for National Statistics (ONS) Secure Research Service (SRS) where NFER's approved researchers perform their analysis. Prior to exporting the outputs of this analysis, it is checked to ensure that no individual can be identified in the output. Neither the DfE's LEO team nor ONS hold any pupil data uploaded by NFER for future use. Further information about this process is available here.

The Annual Survey for Hours and Earnings (ASHE): ASHE provides information about the levels, distribution and make-up of earnings and paid hours worked for employees in all industries and occupations. ASHE is based on employer responses for a 1% sample of employee jobs, using HM Revenue and Customs Pay As You Earn (PAYE) records to identify individuals' current employer. ASHE data is used by HMRC for tasks that are in the public interest or carried out in the exercise of their official duties as a government department. If an application is approved, individual data extracted from the tool is shared with the ASHE team and matched to the requested datasets The ASHE team then send the matched set to the Office for National Statistics (ONS) Secure Research Service (SRS) where NFER's approved researchers perform their analysis. Prior to exporting the outputs of this analysis, it is checked to ensure that no individual can be identified in the output. Neither HMRC nor ONS hold any individual data uploaded by NFER for future use. Further information about this process is available here.

The National Pupil Database (NPD): NPD is a collection of data relating to education in England compiled by the Department for Education (DfE). The NPD is used by the Department for Education to inform policy and approved users can apply for extracts of it "for the purpose of promoting the education or wellbeing of children in England". If an application is approved, pupil data extracted from the tool is shared with the NPD team and matched to the requested datasets. The NPD team then send the matched set to the Office for National Statistics (ONS) Secure Research Service (SRS) where NFER's approved researchers perform their analysis. Prior to exporting the outputs of this analysis, it is checked to ensure that no individual pupil can be identified in the output. Neither the DfE's NPD team nor ONS hold any pupil data uploaded by NFER for future use. Further information about this process is available here. The Department for

Education is the data controller for personal data processed as part of NPD. The privacy notice for the National Pupil Database can be found [here](#).

The Individualised Learner Record (ILR): ILR is an on-going collection of data about learners from training providers in the Further Education (FE) and Skills sector in England. Training providers collect information about each of their learners, the learning they are doing, and the learning outcome once it is known. Training providers must return this information on a monthly basis to the Education and Skills Funding Agency (ESFA). The ILR is used by DfE to inform policy and approved researchers can apply for access that is in the public interest. If an application is approved, individual data extracted from the tool is shared with the ILR team and matched to the requested datasets. The ILR team then send the matched set to the Office for National Statistics (ONS) Secure Research Service (SRS) where NFER's approved researchers perform their analysis. Prior to exporting the outputs of this analysis, it is checked to ensure that no individual can be identified in the output. Neither the DfE's ILR team nor ONS hold any pupil data uploaded by NFER for future use. Further information about the ILR is available [here](#). The Department for Education is the data controller for personal data processed as part of ILR. The privacy notice for the Individualised Learner Record can be found [here](#).

As part of future research projects we may also link data from the Skills survey with the following administrative datasets. We will only do this where you provide us with permission.

Census data: The census is undertaken by the Office for National Statistics every 10 years and gives a picture of all the people and households in England and Wales. The census asks questions about individuals, their household, and their home. In doing so, it helps to build a detailed snapshot of our society.

Universities and Colleges Admissions Service (UCAS) data: UCAS records data on applications and admissions to higher education courses.