



Using examples to teach grammar to Year 7: A Teacher Choices Trial School Privacy Notice

1 Why are we collecting this data?

The Education Endowment Foundation (EEF) has commissioned the National Foundation for Educational Research (NFER) to undertake a randomised controlled trial (RCT) in their ‘Teacher Choices’ programme. ‘Teacher Choices’ trials explore the everyday choices teachers make when planning lessons and supporting pupils. The aim of Teacher Choices research is to investigate the impact of these different day-to-day pedagogical practices on pupil learning and to generate evidence that can be readily applied by teachers in the classroom. This is a new and developing strand of EEF projects.

This ‘Teacher Choices’ project is about using cognitive science approaches in the classroom. It compares different ways to use examples in teaching grammar patterns which support writing, in Year 7 English. The trial will compare three different approaches to using examples in short lesson segments in English classes to determine which one is most effective. This document outlines how school staff’s personal data will be collected and processed during the expressions of interest stage.

NFER decides what happens to personal data as part of the trial, as outlined in this document, and is the Data Controller. NFER is working in partnership with the University of Exeter and with the University of Birkbeck and University College of London (UCL) through their Centre for Educational Neuroscience. Partners may be data processors of personal data.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by GDPR Article 6 (1) (f):

Legitimate interests: the processing is necessary for your (or a third party’s) legitimate interests unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.

We have carried out a legitimate interest assessment, which demonstrates that the RCT fulfils one of the NFER’s core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving classroom practice.

The trial cannot be done without processing personal data, but processing does not override the data subject’s 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.



3 How will personal data be obtained?

Personal data will be collected directly from participating schools.

NFER will use an online survey via Questback to collect expressions of interest to take part in the trial.

Further personal data about teachers will be collected throughout the trial from participating schools (full details to be outlined in an updated version of the privacy notice).

4 What personal data is being collected by this project?

NFER's expression of interest will collect the contact details and role of the individual completing the form who will serve as the key contact. It will also ask for some information about the school and how they heard about the trial.

5 Who will personal data be shared with?

At this stage of the trial, NFER may share personal details from selected schools with their partner the University of Exeter so they can arrange a meeting to informally trial materials with teachers/schools. Additional data may be shared at a later date; this privacy notice will be updated and re-shared when that information has been added.

NFER will not share any teacher data with EEF.

NFER uses Questback to provide online surveys.

See https://www.questback.com/assets/uploads/Survey_Privacy_Policy.pdf for further information.

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

NFER will not transfer data outside of the EEA.

7 How long will personal data be retained?

All personal data collected from schools, as part of the expressions of interest process, that do not participate in the trial will be deleted by April 2024.



8 How is the security of my data maintained?

NFER have put in place appropriate measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. NFER has been certified to ISO / IEC 27001 2013 (GB17/872763) the international standard for information security and holds Cyber Essentials Plus (details available on request). 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. Any personal data which is shared with us is transferred using our secure portal and is encrypted in transit (HTTPS and TLS 1.2).

9 Can I stop my personal data being used?

School staff can withdraw from the project and/or from their data being used in the project at any time by contacting NFER at teacherchoices@nfer.ac.uk.

However, the NFER appreciates schools' and participants' support in collecting the data since it is very important for the validity of the results. If your school/you withdraw from the research, unless otherwise instructed, we will use any data we have collected up to that point in our analysis.

Under certain circumstances, 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 your 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 you.

To exercise these rights, please contact our Compliance Officer, compliance@nfer.ac.uk

10 Who can I contact about this project?

NFER is responsible for the day-to-day management of the trial. If you have any queries about the trial, please contact Sarah Millar by email at teacherchoices@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). If you are still 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 this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. We recommend that you revisit this information from time to time. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.