

Privacy Notice for the School and College Panel

Who we are

This research is being carried out by IFF Research on behalf of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of this project.

How we will use your information

DfE have contracted with IFF Research to administer the School and College Panel on our behalf and carry out statistical analyses of the results in accordance with our instructions. This means that IFF Research cannot legally do anything with your personal data unless DfE have instructed them to do it. To deliver this contract effectively, IFF Research receive some personal data from the School Workforce Census (SWFC), a key DfE data store on the size and characteristics of the schools' workforce in state-funded schools. IFF Research will not share your personal data with any organisation apart from DfE, except where DfE authorise them. This would only likely happen in circumstances where we are concerned that your survey responses include evidence of direct harm or threat of direct harm to you or to those around you, in which case we may contact your school/college or the emergency services.

IFF Research share data from the short surveys you complete as part of this project with DfE. This survey data includes some personal characteristics (e.g. gender) in a non-identifiable way. Your survey answers are kept separately from your contact details and other identifying information: this is called 'pseudonymisation' and is allowed under a GDPR exemption on keeping personal data for scientific, or historical research purposes in accordance with Article 89(1).

The aim for this project is to help the department gather rapid evidence on school and college teachers' and leaders' perspectives and experiences. This will have a public benefit, as it will help the department to make evidence-based policy decisions. Understanding the perspectives of school and college teachers and leaders will help us better support children's education now and in the future.

Giving and withdrawing your permission to take part in the School and College Panel

We ask your permission to be part of the panel. We do this so that, after receiving information about how your data will be used, you can choose whether to take part in the panel. You can contact us or IFF Research at any time to request to change any of the permissions that you have given. You do not need to give a reason for this. To contact IFF Research to withdraw your permission, please email schoolcollegepanel@iffresearch.com or telephone 0207 250 3035.

Due to this pseudonymisation, any requests for your data to be removed from a panel dataset must be given within 6 months of participation in a survey wave, while identifiers (such as your name and contact details) are still available. Once identifiers

have been removed it will not be possible to do so. For more information on data retention, please see the retention guidance document at the end of this privacy notice.

IFF will retain your contact details for six months after the period that you agreed to be a panel member. After this period, contact details will be securely destroyed.

IFF is registered with the Information Commissioner's Office as a Data Controller under the UK Data Protection Act 2018. IFF's ISO number is IS 551093.

The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- your full name,
- gender,
- age,
- email address,
- telephone number,
- ethnic origin.

We may also request additional personal data as part of the survey - e.g. Covid-19 vaccination status - which may be used in future survey waves to better understand your responses. You do not have to supply this data if you do not want to do so.

Why we process your data

Your contact details

We collect your contact details, such as your email and phone number, to invite you to take part in surveys and activities that relate to the research. Your contact details are initially shared securely with IFF Research so that they can administer the School and College Panel on DfE's behalf. You may also provide additional contact details to IFF Research as part of the research so that they can send surveys to you more easily: these details not shared with DfE.

Survey data

We collect your survey data (and other kinds of research data such as additional online surveys, focus groups, and online or telephone interviews) with your permission. You can also withdraw from the survey at any time. You do not need to give a reason.

Qualitative data

As well as the short surveys, we may occasionally ask Panel members if they are willing to take part in research looking at specific topic areas in more detail. This could include, for instance, additional online surveys, focus groups, and online or telephone interviews. You do not need to take part in these additional research activities if you do not want to and you will not receive additional emails about these

activities unless you have agreed to be contacted about them. Additional privacy notices will be provided for these projects.

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant conditions are:

- Article 6(1)(e) GDPR, to perform a public task as part of our function as a department.
- Article 9 (2)(g) under the substantial public interest condition

In addition, general powers granted to the Secretary of State under Section 10 of the Education Act 1996, allows DfE to promote the education of the people in England and Wales. Furthermore, Section 83(1)(a) of the Children Act 1989 grants the Secretary of State the power to conduct, or assist other persons in conducting, research into any matter connected with their functions. It is necessary for DfE to process personal data to understand the perspective of school and college teachers and leaders on education, in order to support DfE's objective to provide world-class education, training and care for all children and young people.

When IFF Research conducts surveys, their invitations/platforms and questionnaires clearly identify them and explain the purpose of their contact and if applicable, the purpose for collecting your personal data. You may decline to answer any questions or withdraw from a survey at any time. All research for this project is being carried out in compliance with the Data Protection Act 2018 and UK GDPR.

Who we will make your personal data available to

We sometimes need to use other research organisations to help us deliver large pieces of work. In such instances we have a contract with these organisations. For the purposes of this project our contracted partner IFF Research has been employed to process your personal data on our behalf.

Only researchers at IFF Research and at the DfE will be able to see your individual survey responses and we pseudonymise these responses so that they are non-identifying.

How long we will keep your personal data

The DfE will keep an pseudonymised version of your personal data for future analysis, as per the GDPR exemption on retaining personal data used for scientific, or historical research purposes in accordance with Article 89(1).

IFF Research will retain contact details for six months after the period you agreed to be a panel member. After this period, contact details will be securely destroyed. The project will run for the two-years that panel members have signed up to the panel for. Towards the end of this period we may ask you if you want to sign up to the panel for

an extended period of time. You do not have to agree to this, and you do not need to give a reason.

Your data protection rights

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the terms of the UK General Data Protection Regulations, you can request a copy of the personal information we hold about you - this is known as a subject access request (SAR). You're entitled to ask us, or any of our executive agencies:

- for a copy of your personal data and details of its source
- if we're processing your personal data and how long we'll store it for
- for a description of the data we hold about you
- the reasons we're holding it and anyone we may share it with, for example Ofsted
- to change the information we hold about you if it's wrong
- to exercise your information rights
- the categories of personal data we're processing
- the categories of recipient we may share your data with (including in third countries or international organisations)
- your right to make a complaint to the Information Commissioner's Office or another supervisory authority
- about automated decision-making (including profiling) and information about the logic involved, as well as the significance and potential consequences of the processing for the individual
- the processes in place to protect your data if it is transferred to a third country or international organisation

To make a SAR, you should complete our [contact us form](#). Use the 'question' option and then select 'something else'.

Please be as specific as you can about the information you're asking for. If possible, state which part of the department holds the information and why.

We may need to check your identity and your right to access the information you're requesting. This means we might ask for a copy of the identification pages of your passport or photo driving licence and proof of your current address.

We'll try to respond to your request within one month. However, if your request is complex, we may extend the period by a further 2 months, but you'll be informed if this is the case.

To request personal information held by an education provider, for example a school, you must contact them directly.

Cookies

Cookies are small text files stored on your computer or device by a website that assign a numerical user ID and store certain information about your online browsing. They are used by web developers to help users navigate their websites efficiently and perform certain functions. The website sends information to the browser which then creates a text file. Every time the user goes back to the same website, the browser retrieves and sends this file to the website's server.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 16/03/23, and published on IFF Research's website with permission.

Contact Info:

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter School and College Panel as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.

Retention Guidance for the School and College Panel

Purpose

The purpose of this Guidance is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the Department for Education (DfE) are discarded at the proper time. Data retained for business purposes will be registered on an Information Asset Register maintained within the DfE and will be reviewed quarterly by the designated Information Asset Owner (IAO) for this project. Records and data held centrally will only be duplicated when necessary and will be stored digitally in a DfE approved secure location.

Policy Principles

All data will be retained for no longer than necessary in accordance with the timescales detailed in this Guidance. The DfE designated IAO is responsible for regulating the retention period for data under this project in line with the DfE Retention and Disposal Schedule. For specific advice on how long to retain certain data, the DfE designated IAO for this project will be the first point of contact, or alternatively the Privacy Assurance Team in the Data Protection Office.

Scope

The DPA and GDPR require that personal data should not be excessive and kept no longer than is necessary for the purposes for which it is required.

The DfE will keep your survey data for the purposes of this research for up to five years. This is as long as is needed to allow for future follow up research. This will likely take place about one or two years after the original project to track outcomes of those who took part in the research. Where consent is not given for us to hold this named dataset, personal data will be kept for six months after the project has been completed. After this period, it will be securely destroyed.

Under data protection legislation and in compliance with the relevant data processing conditions, the DfE can lawfully keep personal data processed purely for research and statistical purposes indefinitely.

Disposal of data

When the retention period for identifying data relating to the School and College Panel has expired and a review indicates personal data is no longer needed, all electronically stored data will be deleted from DfE systems and any identifying data existing as a hard copy will be destroyed in line with DfE procedures. All versions (backup, portable, interim) of the data will also be deleted in a manner that they cannot be recovered.

Where data is managed by a processor on behalf of the DfE, we will obtain evidence of deletion by requesting confirmation in writing or any other method specified under contracts or agreement with the third party.

Any personal data retained for archiving, scientific, historic or statistical purposes will be pseudonymisation before being kept indefinitely. Due to this pseudonymisation, any requests for your data to be removed from the dataset must be given within 6 months of participation in the panel survey, while identifiers are still available. Once identifiers have been removed it will not be possible to do so.

Review

This Retention Document will be reviewed annually. This version was last updated on 16/03/23 and published on the IFF Research website with permission.