**English Mastery Evaluation**

**Sheffield Hallam University
Privacy Notice - February 2022**

**Introduction**

This document accompanies the Memorandum of Understanding and outlines the responsibilities of Sheffield Hallam University (SHU) in handling personal data and special category data collected from participants as part of the evaluation of English Mastery, a KS3 English intervention delivered in schools by Ark Curriculum Plus (Ark) and commissioned by the Education Endowment Foundation (EEF). Participants include schoolteachers and KS3 pupils.

This EEF project is part of a wider Department for Education (DfE) funded programme called the ‘Accelerator Fund’. As part of this project, schools will be able to access a range of EEF funded programmes. In addition to the English Mastery evaluation, the EEF is commissioning an independent evaluator to study the EEF’s Accelerator Fund activity to gather and share useful lessons. The evaluator may contact the headteacher and staff participating in English Mastery to ask if they would like to take part in that evaluation. This is not a requirement of taking part in the English Mastery trial and is a separate evaluation. If you have any concerns, please let us know.

From 25 May 2018 the General Data Protection Regulation (GDPR) replaces the Data Protection Act and governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual. Transparency is a key element of the GDPR and this Data Protection Statement is designed to inform participants about:

* how and why SHU will use personal data collected in this evaluation
* what participants’ rights are under GDPR, and
* how to contact us to exercise those rights

**Participants’ Rights**

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data. The GDPR gives participants the following rights:

* the right to be **informed**
* the right of **access**
* the right to **rectification**
* the right to **erase**
* the right to **restrict** processing
* the right to **data portability**
* the right to **object**
* rights in relation to **automated decision making and profiling**

For more information about these rights please see: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/> and: <https://www.shu.ac.uk/about-this-website/privacy-policy/data-subject-rights/subject-access-request>

**Participants can contact SHU at any time to:**

* withdraw from the evaluation and have their individual data deleted
* request copies of their own personal data held by SHU (**a subject access request**)
* exercise **other rights** (such as rectifying inaccurate data, restricting or objecting to processing)
* **query** how data is used by SHU
* report a **data security breach** (if there are concerns that personal data has been lost or disclosed inappropriately)
* **complain** about how SHU have used personal data.

**Details of who to contact are provided at the end of this statement.**

**Why are we processing participants’ personal data?**

It is necessary for SHU to process some personal data to evaluate the impact of English Mastery. This will help to strengthen the evidence base about the teaching of English in schools to inform future policy development.

**Retention and archiving**

After the evaluation is complete, SHU will retain participants’ data in anonymised form for research and knowledge exchange purposes, including presentations at professional or academic conferences, or publications in professional or academic journals, for a period of five years after the publication of the final project report. SHU will also submit project data to the EEF’s data contractor for their data archive, once the final report has been published. At this point, EEF becomes a data controller, and EEF’s data contractor for the archive becomes a data processor. Data might also be shared in an anonymised form with other research teams after this is archived and matched with information from the National Pupil Database (NPD). Personal data will not be transferred or stored outside of the EEA at any point. The privacy notice for the EEF data archive can be found here: <https://educationendowmentfoundation.org.uk/privacy-notices/privacy-notice-for-the-eef-data-archive>

**Respecting confidentiality**

In the production of professional or academic publications or presentations, all data will be fully anonymised and no individual or school will be identified or identifiable. Should we wish to present or publish any information where a school may be identifiable, for example an exemplar case study of how a school has improved as a result of participation in the English Mastery evaluation, we will seek the school’s consent for this, through the headteacher. Schools will be entirely free to refuse, and we would therefore ensure the school remained anonymous in this event.

**What is the legal basis for processing activities?**

SHU is the data controller for the English Mastery evaluation, and the processing of personal data is defined under GDPR as a specific task in the public interest. As data is being processed for the purpose of academic research, the main aim of which is to improve reading ability among school pupils, the legal basis for processing is as a ‘Public Task’ (Article 6 (1) (e)). <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/public-task/>

Special category data, specifically English as an Additional Language (EAL), Special Educational Needs and Disabilities (SEND) and Free School Meals (FSM) status, will be accessed from the National Pupil Database and processed for the purpose of scientific research as permitted under GDPR Article 9 (j). Pupil names, dates of birth and Unique Pupil Numbers (UPN) obtained from schools will be used to access this information.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Specifically, we are processing this data to determine if the English Mastery programme has different effects on different subgroups of pupils. EEF was established with a remit to break the link between family background and educational attainment, and all EEF projects conduct subgroup analysis on FSM pupils. We are also interested in the effectiveness of the English Mastery programme for pupils who have EAL and SEND as we believe that it could be particularly beneficial to them, and whether the programme is associated with differences in outcomes according to pupil gender.

The DfE and EEF are joint data controllers who have overarching responsibility for the Accelerator Fund programme, while evaluators and delivery teams are independent data controllers for each project. They make decisions about how and what personal data is used in accordance with the purposes set by the DfE and EEF. In this case, the evaluator is SHU and the delivery team is Ark.

**Which Personal Data will we collect and use?**

In order to provide our services we need to collect and use some personal data. Below is a list of what this will include for the trial:

|  |  |  |
| --- | --- | --- |
| **Type of personal data** | **Pupil** | **Teacher** |
| First name and surname | X | X |
| Contact details (work email address) |  | X |
| Personal details: UPN and date of birth | X |  |
| Survey responses (on workload, teaching practice, confidence) |  | X |
| Interview responses (on workload, teaching practice, confidence) |  | X |
| Focus group responses (on learning experiences) | X |  |
| Attainment data held by schools the National Pupil Database | X |  |
| Outcome test data, collected in school during project | X |  |
| Data on participation in English Mastery and use of EM materials |  | X |
| **Type of special category data** | **Pupil** | **Teacher** |
| Personal characteristics: FSM status, EAL status, SEND status, Gender  | X |  |

Using the information we receive from schools, we will also obtain data from the DfE Schools Comparison Service (on school characteristics and attainment) and the National Pupil Database (for pupil characteristics as described above).

**Who will we share personal data with?**

The privacy of personal data is paramount and will not be disclosed unless there is a justified purpose for doing so. Data may be shared between SHU and the following parties:

* **EEF** for the purposes of research and evaluation**.** This includes submitting project data to the archive managed by EEF’s data contractor at the end of the project. At this point, EEF becomes a data controller, and EEF’s data contractor becomes a data processor.
* **Transcribers**, who we may askto produce transcripts of audio recordings of interviews and focus groups with teachers, and responses from pupils for outcome tests. If this is the case SHU will ensure that appropriate contracts and/or data sharing agreements are in place and that the transcribers process personal data in accordance with the GDPR and other applicable legislation.
* **GL Assessment,** who publish the outcome assessment that participating pupils undertake at the end of Y8 and provide a marking service to enable us to access the results.

**SHU NEVER sell personal data to third parties**

**Security**

SHU take a robust approach to protecting the information they hold. This includes the installation and use of technical measures including encryption of data, firewalls and intrusion detection and prevention tools on networks and segregation of different types of device; the use of tools on University computers to detect and remove malicious software and regular assessment of the technical security of SHU systems. SHU staff monitor systems and respond to suspicious activity. SHU also has Cyber Essentials certification.

Alongside these technical measures, comprehensive and effective policies and processes are in place to ensure that SHU users and administrators of information are aware of their obligations and responsibilities for the data they have access to. Access to project data is restricted to the research teams and administrators associated with the project. Sharing of the data with other researchers would require approval by the SHU ethics committee who will ensure that all data protection requirements are met. Training is provided to new staff joining SHU. Existing staff have training and expert advice available if needed.

Data transfers from schools and between data controllers/processors will be conducted using a secure file transfer service and all files sent will be encrypted. Schools will receive full instructions on this. All personal data will be stored in directory locations that are only visible to specified members of the project team.

**Further Information**

For further information about how SHU use personal data see:

<https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research>

<https://www.shu.ac.uk/about-this-website/privacy-policy/information-governance-policy>

The Information Commissioner is the regulator for GDPR. The Information Commissioner's Office (ICO) has a website with information and guidance for members of the public:

<https://ico.org.uk/for-the-public/>

If there are any concerns about the way this project processes personal data, please raise these with the project teams.

**Contact details**

**SHU**

Dr Martin Culliney (Principal Investigator for Evaluation of English Mastery)

Senior Research Fellow, Sheffield Institute of Education
Sheffield Hallam University S1 1WB Email: M.Culliney@shu.ac.uk

OR

SHU Data Protection Officer

DPO@shu.ac.uk

0121 225 3361

If you have an ongoing concern, 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/>