

Full Privacy Notice for Research Participants in the Observatory for Mathematical Education's longitudinal cohort studies at the University of Nottingham

How the University of Nottingham processes your personal data

The University of Nottingham, University Park, Nottingham, NG7 2RD (0115 951 5151), is committed to protecting your personal data (or that of your child) and informing you of your rights in relation to that data. The University of Nottingham is registered as a Data Controller under the Data Protection Act 2018 (registration No. Z5654762).

One of the University's responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. The University will process your personal data in accordance with the UK data protection legislation and this privacy notice is issued in accordance with the UK GDPR Articles 13 and 14. Further information about your rights concerning data can be found here: <https://www.nottingham.ac.uk/utilities/privacy.aspx>.

We may update our Privacy Notices at any time. The current version of our Privacy Notices can be found at <https://www.nottingham.ac.uk/utilities/privacy.aspx> and we encourage you to check back regularly to review any changes.

The Data Protection Officer

The University has appointed a Data Protection Officer. Their postal address is:

Data Protection Officer,
B16 Lenton Hurst,
University of Nottingham,
University Park,
Nottingham
NG7 2RD

They can be emailed at dpo@nottingham.ac.uk and telephoned on (0115) 748 7179.

Your personal data and its processing

We define personal data as information relating to a living, identifiable individual. It can also include "special categories of data", which is information about your racial or ethnic origin, religious or other beliefs, and physical or mental health, the processing of which is subject to strict requirements. Similarly, information about criminal convictions and offences is also subject to strict requirements. "Processing" means any operation which we carry out using your personal data e.g. obtaining, storing, transferring, and deleting.

What information do we hold?

We hold a range of personal data about you, some of which you may provide to us directly and some of which we may receive from third parties. This can include names, sex, email address, date of birth, place of study/employment, unique pupil number, job title, ethnic origin and IP address.

How do we use it and why?

The University of Nottingham processes personal data to carry out a longitudinal cohort study with the aim of understanding pupil, parent and teacher perceptions on attitudes, experiences, achievement, and progression when studying mathematics.

This processing is justified because the data is required to allow us to carry out a detailed analysis of attitudes, experiences, achievement and progression which will inform debate, policy and practice in mathematics education.

The legal basis for this processing is Article 6(1)(e) "Public Task" of UK GDPR (where the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law).

We also process the following special category data: "Racial or ethnic origin", and "Special Educational Needs". The additional processing condition for this data is Article 9(2)(j) "Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes". This processing is justified because we wish to track underrepresented groups and their attitudes, achievement, experiences, and progression with the view to improving equity in mathematical education.

What information do we get from third parties?

We will receive personal data on pupils and teachers from schools and colleges transferred by the Wonde secure integration app (as used by schools to share data with the Department for Education) or by secure upload.

We will receive anonymised administrative data (which includes sex, ethnic origin, and special educational needs) from the Department for Education, Education and Skills Funding Agency and Higher Education Statistics Agency as appropriate. This will be accessed securely through the Office for National Statistics Secure Research Service/Integrated Data Service and will undergo statistical disclosure control to ensure no participant is identifiable in any published outputs.

Who do we share information with?

To facilitate the research, we share with the following parties: CFH Docmail Limited, a data security accredited printing and communication company, Cleardata UK Limited, a data security accredited data processing company, and the Department for Education, the Skills Funding Agency and the Higher Education Statistics Agency.

We will share participant data with CFH Docmail for them to print, collate, and post individually named surveys for pupils taking part in a longitudinal cohort studies.

We will share participant data with Cleardata UK who will scan and digitally process using Optical Character Recognition (OCR) the paper surveys returned by schools to create data files. Cleardata UK will securely share completed data files with the University. These files contain pupil names and their responses to the survey questions along with their school and class name.

We will share participant data and survey responses with the Department for Education, the Skills Funding Agency and the Higher Education Statistics Agency for the purposes of them providing additional anonymised administrative data on participants, accessed securely through the Office for National Statistics Secure Research Service. This will enable the university to carry out more complex statistical analysis of the survey responses.

How long do we keep your data?

The University will only keep your personal data for as long as necessary to fulfil the purposes for which we collected it. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of the personal data, the purposes for which we process the personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. The project involves data collection procedures. The responses will be collected and analysed by the Observatory for Mathematical Education at the University of Nottingham. Paper surveys will be printed by CFH Docmail who will destroy all records once the surveys are posted. Survey responses will be processed by Cleardata UK who will destroy all records when processing is complete and the resulting data files have been checked. For the purpose of research, all survey responses may be linked with information about the pupil from the National Pupil Database (NPD) and shared with the Department for Education, and, in an anonymised form, with other research teams, with the Nottingham Research Data Management Repository, and potentially archived to the UK Data Archive in an anonymised form to support future research. Further matching to NPD and other administrative data may take place during subsequent research. Data will be treated with the strictest confidence. The University of Nottingham will retain and preserve research data in line with Department for Education requirement for a minimum of 7 years, but data will be retained for longer periods of time where it is of continual value to research. Data will be securely stored in a password-protected database which is accessible to authorised persons only. Within the analysis, pseudonymisation will be used in line with the GDPR. We will not use a pupil name, parent/legal guardian name, staff name or the name of the school in any report arising from the research.

Your rights as a data subject

You have a number of rights under UK GDPR. Further information about these rights and how to invoke them can be found on our website here:

<https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Where can I get more information?

If you have any questions about this privacy notice or how your data is processed, please contact the data protection team: dpo@nottingham.ac.uk. This privacy notice is reviewed regularly.