



## Privacy Notice for tutors

# National Tutoring Programme – Tuition Partners

### 1 Why are you receiving this privacy notice?

The tutoring provider you work for (known as your Tuition Partner) is taking part in the National Tutoring Programme – Tuition Partners (the TP programme). You are receiving this privacy notice because you have been designated as part of the tutoring team delivering TP programme in schools. To deliver and evaluate TP programme, we will need some personal data about you (see section 3). This privacy notice describes how we will collect and use this personal data.

This is separate to processing done by your Tuition Partner to manage your employment. The personal data being collected is additional (but sometimes overlapping) to the information required by Tuition Partner for the delivery of their tuition services outside of TP programme. This privacy information is only valid for the length of the TP programme

### 2 What is the TP programme

The TP programme is a government-funded initiative to support schools to address the impact of COVID-19 schools closures on pupils’ learning. Schools are able to access subsidised high-quality tutoring from an approved list of providers, known as Tuition Partners.

The TP programme is:

- Funded by the Department for Education (DfE)
- Managed and administered by the Education Endowment Foundation (EEF)
- Implemented in schools by a network of 32 approved organisations, known as Tuition Partners
- Evaluated by a consortium led by the National Foundation for Educational Research (NFER) along with Kantar and the University of Westminster (‘the Evaluator’).

### 3 Why are we collecting personal data?

Your Tuition Partner have been approved to provide catch-up tuition in schools as part of the TP programme. The DfE and EEF have commissioned an evaluation to investigate the programme’s impact on pupil attainment and how this varies by different tutoring models, pupil and school characteristics.

The evaluation will also look into the experiences of schools, tutors and pupils with a view to improve the delivery of similar programmes in the future. Information about you will be used to carry out the evaluation.

As the government's full catch-up package is implemented, further research to assess the effectiveness of this programme, or analyse the effect of COVID-19 restrictions on pupils' attainment and other outcomes may be commissioned. To minimise the amount of time you are asked to provide personal data, the DfE and EEF reserve the right to re-use your personal data for research deemed compatible with the purposes outlined in this privacy notice.

## 4 What personal data about tutors is being collected?

For evaluation purposes, the Tuition Partner you work for will collect, store, and use the following personal data about you and this will be shared with the Evaluator:

- Full name
- Telephone number
- Contact e-mail address
- Date of birth
- Gender
- Main occupation
- Highest qualification
- Subject of your highest qualification
- Prior experience as tutor or teacher
- Training attended with the tutoring organisation
- Length of involvement / reason for drop out.

The Evaluator will also collect your ethnicity\* and your views and perceptions of the TP programme using an online survey. A small sample of tutors will also be approached for interview and focus groups to collect their views and experiences about implementation of the programme.

\* considered special category data

## 5 Who is responsible for deciding how your information is processed for the evaluation?

The Department for Education (DfE), the Education Endowment Foundation (EEF), and the Evaluator are joint data controllers for the evaluation. They decide how and what data will be collected and used.

## 6 What do we do with the information about you?

The Evaluator will use the information about you for the evaluation and to contact you to complete the surveys as well as to organise interviews with a small sample of tutors.

Data collected via surveys and interviews, including information you give about your views and experiences, will be analysed with those of other tutors participating in the evaluation and used to write a report. No automated decisions will be taken about you when processing your personal data. While information you provide will be specific to you, no individuals will be identifiable in any data tables or quotes reported.

Special data collected about you (see section 3) will be used to explore the factors that influence the relationship between tutors and their tutees and outcomes. We do not believe that processing your special data will cause damage or distress. Processing this data will not result in any decisions being made about you.

## 7 What is the legal basis for these activities?

To make the use of your data in the evaluation lawful, the consortium members have identified specific grounds, known as a legal basis, for its processing. The legal basis available depends on the type of organisation so we have listed three below.

EEF, the NFER and Kantar have identified the following legal basis for processing personal data:

GDPR Article 6 (1) (f) which states:

*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 evaluation fulfils one of Evaluator's core business purposes (undertaking research, evaluation and information activities). It has broader societal benefits and will contribute to improving the lives of learners by providing evidence for about the most effective ways of providing catch-up tuition. The evaluation cannot be done without processing personal data but processing does not override the data subject's interests.

The University of Westminster have identified the following legal basis:

GDPR Article 6 (1) (e) which states:

*Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

A separate legal basis has is identified for processing special data. The legal basis for processing special data for the evaluation of TP programme is:

GDPR Article 9 (2) (j) which states:

*Legitimate interests: 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 right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject*

For the special data we are processing about you, we do not believe this will cause you damage or distress. Processing this data will not result in any decisions being made about you.

## 8 How will your personal data be collected?

Information about you will be collected by your Tuition Partner and shared with the Evaluator.

The Evaluator will collect your views on the Tuition Partner's programme and your experiences of delivering tutoring directly from you using an online survey. You may also be invited to share your views with the Evaluator in interviews and focus groups.

The Evaluator will be using a secure online portal to collect data electronically.

## 9 Who will personal data be shared with?

**No individual will be named in any report for this project.**

The Tuition Partner will share tutor data with the Evaluator via a secure online portal.

The Evaluator will be using a secure online portal to collect data electronically. The Evaluator will administer tutor surveys online via Questback. Questback's privacy statement can be found at <https://www.questback.com/data-privacy/>

If data collected for the evaluation is to be used in other COVID-19 related research, it will be shared with the research organisations appointed to carry out that research.

## 10 How is the security of your data maintained?

All partners 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. In addition, we limit access to your personal information to those who have a business need to know.

Any data shared between the Tuition Partners and the Evaluator will be via secure online portal.

## 11 How long will your personal data be kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

The Evaluator will securely delete any personal data relating to evaluation one year after the publication of the final report, currently expected to be December 2021.

The tuition provider you work for will securely delete any personal data collected for the evaluation at the end of the TP programme, when final grants have been paid (expected to be August 2021).

Your Tuition Partner may keep personal data collected as part of the delivery of their tuition services for longer – this is covered in the privacy notice they provide.

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

No personal data is being transferred outside of the EEA for the delivery or evaluation of TP programme.

## 13 What rights do I have over my personal data?

Tutors can withdraw from the programme and/or from their data being processed at any time. The DfE, the EEF, Tuition Partners and the Evaluator appreciate you sharing your data for the purpose of the evaluation since it is very important for the validity of the results. Should you withdraw from your tutoring role within the programme and evaluation, the Evaluator will still use the evaluation data you have provided up to that point unless you indicate otherwise.

Under data protection legislation, 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

If at any time you wish us to withdraw your data or correct errors in it, please contact [TuitionPartners@nfer.ac.uk](mailto:TuitionPartners@nfer.ac.uk)

If you wish to make a subject access request, restrict or object to processing, please contact our Compliance Officer.



## 14 Who can I contact about this project?

Your employer, the Tuition Partner is responsible for the day-to-day administration of the tuition, if you have any queries about this element of TP programme please contact [ntp@teachingpersonnel.com](mailto:ntp@teachingpersonnel.com).

The EEF and the Evaluator determine the purposes and means of processing personal data for the administration and evaluation of the programme. If you have concerns about the way this evaluation processes personal data, we request that you raise your concern with NFER in the first instance (see section 13 above).

Further information on the evaluation and privacy notice can also be found at: <https://www.nfer.ac.uk/for-schools/participate-in-research/evaluation-of-tuition-partners/>

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/>.

## 15 Updates

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