
Privacy Notice for the Teacher Workload Survey 2019

1 Why are we collecting this data?

The National Foundation for Educational Research (NFER) has been commissioned by the Department for Education (DfE) to deliver the 2019 wave of the Teacher Workload Survey. The survey will help the government to monitor teachers' workloads, as well as the effectiveness of strategies designed to tackle unnecessary and unproductive workloads. The NFER will be collecting personal data to support administration of the survey and analysis of the findings – see section 4 below for what information will be collected.

NFER will:

- write to a national sample of primary, secondary and special schools, inviting them to take part
- request the details for a key contact in schools that have expressed a willingness to take part
- send a link to the online survey to the key contact for them to share with teachers in participating schools
- monitor response rates and send reminders to key contacts where necessary
- analyse the findings and provide a report for the DfE and for participating schools.

As part of the project NFER will pilot the approach materials and the survey with teachers in a small number of schools. No individual project participants or schools will be identified in any report that NFER produces for DfE as part of the project. Where a sufficient number of responses are received from a school to maintain teacher anonymity, participating schools will receive a tailored feedback report based on their teachers' responses to the survey. This report will identify the school, but the identity of individual teachers will remain anonymous.

Data from the 2016 Teacher Workload Survey will be shared with NFER for statistical analysis of changes in teachers' workload and views about workload over time.

For the purpose of data protection legislation, the DfE is the Data Controller, and NFER is the Data Processor.

2 What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

- GDPR Article 6 (1) (e) Public task: the processing is necessary for you to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

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.

3 How will personal data be obtained?

Personal data will be obtained by NFER in the following ways:

- via the initial approach letter to schools, which will ask schools to provide the name and contact details for a key contact
- through the piloting of the approach materials with teachers in a small number of schools
- via the 2019 Teacher Workload Survey which will be sent to all the teachers in participating schools.

NFER will also obtain survey data from the 2016 Teacher Workload Survey from DfE, which will be used for statistical analysis of changes in teachers' workload and views about workload over time.

4 What personal data is being collected by this project?

Personal data for this project includes data about teachers, as described below:

- The views on the approach materials and the survey from teachers involved in piloting
- The name, email address and phone number of a key contact in each of the participating schools
- The role, working hours, age, gender, nature of employment contract, views on hours worked and perceptions of workload of teachers completing the Teacher Workload Survey.

With respondents' consent, data collected via the online survey will be matched to individuals' records in the School Workforce Census. This will allow NFER to use information on teachers' age, gender, length of time in role, length of time in school, and subject(s) taught, to support the survey and analysis. Data collected via the online survey will also be matched with school records in Get Information About Schools, also to support with analysis of the survey responses.

5 Who will personal data be shared with?

NFER will share information with DfE on the age, role, length of time in role, length of time in school and subject of the respondent, together with anonymised survey responses. Data will be shared via NFER's secure data portal.

No names of school staff or schools will be used in any published reports, research papers, or presentations arising from this project.

The survey includes a question asking respondents for their permission to link their survey responses to the DfE’s School Workforce Census to support additional analysis. There is also a question which asks respondents for their permission for NFER to pass on a copy of their survey responses to the DfE to enable analysis of how teacher workload affects teacher retention. If permission is not given, then no personally identifiable information will be shared with DfE.

Only aggregated statistics will be produced with this information: no individual or school will be identified in analysis or reports.

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

No personal data is stored or transferred outside of the EEA.

7 How long will personal data be retained?

The DfE and NFER will delete any personal data within one year of the publication of the evaluation report, unless data subjects give permission for their personal data to be held for longer.

8 Can I stop my personal data being used?

The DfE and NFER will handle your personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your data from the project or correct errors in it, please contact the DfE at mark.craigie@education.gov.uk or NFER at m.walker@nfer.ac.uk.

If you are unhappy with our use of your personal data, please let DfE know by the ‘contact us’ link: <https://www.gov.uk/contact-dfe> and state the name of this project.

In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to make a subject access request to see all the information held about them. To exercise any of these rights, please contact the NFER’s Compliance Officer at compliance@nfer.ac.uk.

9 Who can I contact about this project?

The NFER is responsible for administering the survey and analysing the findings. Contact Matt Walker at m.walker@nfer.ac.uk with any queries.

The DfE determines the purposes and means of processing personal data as part of this project. DfE's Project Manager is Mark Craigie, who can be contacted at mark.craigie@education.gov.uk.

If you have a concern about the way this project processes personal data, we request that you raise your concern with the DfE and NFER in the first instance (see the details above). Alternatively, 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/>.

10 Updates

We may need to update this privacy notice periodically so 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.