

Privacy Notice

Research on A-Level subject choices

This notice is effective from 17 December 2018

Your school is participating in a research project relating to A-level subject choices that has been commissioned by the Department for Education (DfE) and will be sharing personal data with the Behavioural Insights Team (BIT) and the DfE for these purposes. This privacy notice sets out how BIT and the DfE will collect and use your personal data.

After your school has shared personal data of students and parents/guardians taking part in the research project with BIT and the DfE, Behavioural Insights Ltd (the legal name of Behavioural Insights Team) and the DfE will each become a data controller of this personal data.

BIT's contact details

We have appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this privacy notice for BIT. If you have any questions about this privacy notice, including any requests to exercise your legal rights in relation to your personal data, please contact the DPO:

Post: Behavioural Insights Ltd, 4 Matthew Parker Street, London, SW1H 9NP

Email: dpo@bi.team.

DfE's contact details

If you have any questions about how your personal information will be used by DfE, please contact the DfE Data Protection Officer (DPO) via gov.uk and mark it for the attention of the 'DPO'.

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact BIT or DfE in the first instance.

We promise to respect any of your personal information which is under our control and to keep it safe. We aim to be clear when we collect your information about what we will do with it and let you know of any material changes to this notice.

We, BIT and DfE, share your personal data pursuant to a data sharing agreement between us. The agreement sets out the purposes for which we may process and share your personal data (such purposes being as notified to you in this notice) and our agreement to cooperate to protect your personal data and deal with any requests you may have.

What kind of information do we collect?

Your school will be sharing the following information with BIT and the DfE:

Students

- Unique Pupil Number (UPN)
- pupil name
- pupil prior attainment in science and maths (KS2 results)
- pupil predicted GCSE results in science, maths and technology subjects
- free School Meal eligibility
- gender
- ethnicity
- year group

- pupil A-level subject selection
- school Unique Reference Number (URN)

Parents/guardians

- parent/guardian name
- email address

Ethnicity is special category personal data which requires additional protections under data protection laws. We consider it is necessary to collect and process ethnicity data as it is likely to have a bearing on A-level subject choice.

What do we do with information we collect?

The purposes for which BIT is processing your personal data are:

- to deliver a randomised controlled trial (RCT) to test evidence-based interventions relating to A-level subject choices;
- to assist the DfE in undertaking an assessment of the impact and effectiveness of the interventions.

The purposes for which the DfE is processing personal data are:

- to liaise with BIT about the delivery of the research project;
- to evaluate the impact and effectiveness of the interventions; and
- to match the data to the DfE's own administrative dataset (the National Pupil Database) over a longer period to understand long term outcomes.

We will only use your personal data where we have a lawful basis for doing so.

In the case of BIT, it is necessary in BIT's legitimate interests to process the personal data identified above in order to deliver a meaningful RCT that has been commissioned by the DfE. The research project fulfils BIT's core business aims including undertaking research, evaluation and information activities in sectors that will deliver social impact.

BIT has considered and balanced any potential impact on the data subjects' rights by ensuring participating schools have offered all data subjects the opportunity to withdraw from taking part in the research project and permitting data subjects to be able to withdraw at any time.

In relation to the processing of ethnicity personal data, BIT is relying on Article 9(j) of the General Data Protection Regulation to permit this processing, namely that the processing is necessary for scientific research purposes, is proportionate to the aims pursued, respects the essence of the right to data protection and provides for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

In the case of the DfE, processing of the personal data identified above is necessary for the performance of a task carried out in the public interest and, in relation to the processing of ethnicity personal data, this is necessary for reasons of substantial public interest in accordance with Article 9(2)(g) of the General Data Protection Regulation.

Who else has access to your information?

BIT and/or the DfE may disclose your information to third parties in connection with the purposes of processing your personal data set out in this notice. These third parties may include:

- other companies in BIT's group that are based within the United Kingdom
- suppliers, research assistants and sub-contractors who may process information on behalf of BIT or the DfE (including the evaluators of the research project who will be acting as the DfE's data processor)

We may also disclose your personal information if required by law, or to protect or defend ourselves or others against illegal or harmful activities, or as part of a reorganisation or restructuring of our organisations.

International Transfers

Your personal information will not be transferred outside of the EEA.

Security

We take all reasonable steps to protect your personal information and follow procedures designed to minimise unauthorised access, alteration, loss or disclosure of your information.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. When it is no longer necessary to retain your personal data, it will be securely deleted.

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 your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In the case of BIT, BIT anticipates that personal data it holds will be securely deleted in early 2020. In the case of the DfE, the DfE will retain data until 2034 for further analytical purposes, such as analysing the impact of training on, for example, employment and wages over the longer term.

Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data, including rights to:

- Request access to your personal data: this enables you to receive a copy of the personal data we hold about you and to check we are lawfully processing it.
- Request correction of your personal data: this enables you to have any incomplete or inaccurate data we hold about you corrected.
- Request erasure of your personal data: this enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- Object to processing of your personal data: you can object where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.

- Request restriction of processing your personal data: This enables you to ask us to suspend the processing of your personal data.
- Request transfer of your personal data.
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you wish to exercise any of the rights set out above in connection with this research project, please contact BIT's Data Protection Officer with your specific request by email to: dpo@bi.team. If the query relates to processing being undertaken by the DfE, BIT will liaise with the DfE as necessary.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Changes to this Notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear by contacting schools and ensuring they provide you with an updated version of this Privacy Notice.

Company details

Behavioural Insights Ltd is a limited company registered in England and Wales. Registration number: 08567792

Registered office: 4 Matthew Parker Street, London SW1H 9NP

The Department for Education with offices at Sanctuary Buildings, Great Smith Street, SW1P 3BT