

Privacy notice for The Skylark Partnership AV1 Project

DATA PROTECTION RIGHTS

How we collect and use personal information

The Skylark Partnership is the data controller for the personal information provided to the evaluation. They have asked ImpactEd to process data on The Skylark Partnership's behalf. ImpactEd is therefore a data processor.

All data processing and other handling of data relates specifically to the evaluation. This encompasses the organisations using AV1, those providing AV1, pupils benefiting from AV1, their parents/carers, health professionals and staff in school settings using AV1.

It is necessary to collect personal data in order to examine: the lessons learned from the use of AV1, the outcomes achieved as a result, and the characteristics of pupils who are engaged and supported.

In the UK, there are laws that apply when organisations want to use personal information. These include the Data Protection Act 2018 and the General Data Protection Regulation. These laws state that organisations must not use personal information unless they have a legal reason to do so. The laws also explain what those legal reasons can be.

The legal reason that we will rely on for using your personal information is "public duty" (as set out in Article 6(1)(e) of the General Data Protection Regulation). This means that we have a legitimate interest in using your personal information to explore the questions that the evaluation is trying to answer. We have considered what we are trying to do and what personal information we need to have access to in order to be able to do that. We have carefully considered your own rights and interests and we do not believe these override the important work we are going to do. The evaluation cannot be carried out without using your personal information in the way we explain in this privacy notice.

Scope of personal data to be processed

The personal data that we will be using for this project are as follows:

- **For AP colleagues administering the use of AV1s in their settings**
 - Names, telephone numbers and email addresses will be collected from AP staff for the purposes of liaising with, and supporting, them throughout the evaluation
 - **For schools and other professionals:**
 - name, email address, telephone number, name of organisation, school phase (if relevant) and region location of the project.
 - From interviews or focus groups conducted as part of project level data collection: name, subject, key stage in which AV1 is being used and name of school
- **For parents/carers:**
 - From parents/carers' survey: name, their children's age, and reason for using AV1
 - From interviews or focus groups conducted as part of project-level data collection: name, geographical location, name of school/setting and reason for using AV1
- **For pupils:**

- From pupils' survey: data identifying pupils' gender, key stage, ethnicity, SEND needs, health diagnosis, entitlement to free school meals, pupil premium eligibility, reason and contexts for AV1 usage, attainment, and engagement data
- From interviews or focus groups conducted as part of project-level evaluations: name, age and reasons for using AV1

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this project:

- we need to share your personal data with our partner organisation, ImpactEd, in order for them to conduct their role as a research partner in this evaluation and, specifically, to investigate: the lessons learned from the use of AV1, the outcomes achieved as a result, and the characteristics of pupils who are engaged and supported. This data sharing is lawful because, as a partner organisation in delivering this study, they have signed a legally binding agreement to process your data in accordance with the same legal basis for data processing as we have stipulated above, in this document.

How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed. 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.

We will only keep your personal information for as long as we need to carry out the evaluation described in this Privacy Notice. When the work for the evaluation has been done we will securely delete your personal information.

When deciding how long we keep personal information for we look at several things including what the information is, whether it's sensitive and the potential risk of harm from someone else being able to see it. Taking these factors into consideration, we expect we will delete your personal information on or around 2 years after the date of collection.

For research purposes, we and our partners may retain some information but this will be on a fully anonymised basis which means it will not be possible to identify you from that information. This anonymised data will be retained for 25 years for research purposes.

Your data protection rights

Under certain circumstances, you have the right:

- to ask us for access to information about you that we hold
- 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 (i.e. permitting its storage but no further processing)
- 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 need to contact us regarding any of the above, please contact: Cath Kitchen, CEO, The Skylark Partnership

Further information about your data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

Additional note:

Participants' data will remain completely confidential. Before we review participants' qualitative and quantitative data (which comprise: monitoring data; data on outcomes measured; administrative data; data from surveys; case-study data), we will remove names and other information that might identify participants, their friends or family, or other people.

Anonymous information may be used for reports, publications and presentations. The results of the evaluation may be shared through regular progress reports, draft and final reports and other outputs capturing the learning from the evaluation. Participants, and their friends or family, or other people will not be identifiable in this information.

All quantitative and administrative data will be processed through the ImpactEd platform. These activities will be carried out pursuant to the ImpactEd Data Sharing Agreement which forms part of our service level agreement with you and can reviewed at <http://tiny.cc/impacted-dsa>.

If there are any problems with our handling of participants' data we will notify them and the organisation that is responsible for regulating this, where we are legally required to do so.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 9.12.20

How to contact us

If you have any concerns or questions about any of the surveys please contact: Cath Kitchen, CEO, The Skylark Partnership, c.kitchen@skylarkpartnershiptrust.co.uk, telephone 01604 662250

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

To exercise your data protection rights, please address your query for the attention of our Data Protection Officer.

Please keep this sheet for your information.