

Data Protection Privacy Notice: Evaluation of the Impact of Offsite PPA on Teacher Retention

1. Introduction

UCL Institute of Education (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties. This data privacy notice supplements the following wider UCL privacy notice for research participants: <https://www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice>

The study has been approved by UCL Data Protection team, reference Z6364106/2024/06/22

2. About us

UCL Institute of Education is part of University College London (**UCL**).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

As part of this research we may collect the following personal data: name, contact details, job role, school details, date of birth, sex, Teacher Reference Number (TRN), caring responsibilities, personal opinions in survey and interview responses.

We may collect the following special category personal data: ethnicity, disability.

4. How we will use your personal data

Personal data will be processed as part of a study researching the impact of flexible working on teacher retention, job satisfaction, wellbeing and sense of productivity.

- Name, contact details, job title and school details. These data will be collected for the purposes of project management.
- Name, date of birth, sex, Teacher Reference Number, school details. These data will be collected for the purposes of accessing participants’ employment information from the School Workforce Census (SWC).
- Further personal data including: job role, caring responsibilities and survey responses collected during the research; and special category personal data including ethnicity and disability. These data will be collected for the purposes of

evaluating the impact of offsite PPA on teacher job satisfaction, wellbeing and perceptions of productiveness.

No teachers or schools will be named in any publications arising from this research.

5. Who we share your personal data with

Names and contact details of senior leaders will be shared with Chartered College of Teaching for the purposes of project management. Chartered College's privacy notice can be found here: [Privacy Policy – chartered.college](#)

The name and work email address of the main signatory on the memorandum of understanding will be shared with the EEF, so they can share the study's findings with participating settings. For details on how the EEF processes and uses personal data, please see their privacy notice: [Guidance on data protection for schools and settings involved... | EEF](#)

For the purposes of research and archiving, pseudonymised data (sex, date of birth, TRN, school, survey responses, caring responsibilities, job role, ethnicity, disability) will be linked with information about the teachers from the School Workforce Census Database (SWC) and shared with the Department for Education, the EEF, the EEF's archive manager, the Office for National Statistics and potentially other research teams. Further matching to SWC and other administrative data may take place during subsequent research. For more information about the EEF Data Archive, please visit [Privacy notice for the EEF data archive | EEF](#)

6. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be public task.

For special category personal data, the lawful basis for processing will be scientific and historical research or statistical purposes.

7. International transfers

No personal data will be processed outside the EEA as part of this research.

8. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established 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.

9. Data retention

UCL will retain personal data for 10 years after the end of the research project, after which it will be securely destroyed.

10. Your rights

If you are concerned about how personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at data-protection@ucl.ac.uk

Contacting us

You can contact the research team by emailing IOE.offsitePPA@ucl.ac.uk

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection & Freedom of Information Officer
data-protection@ucl.ac.uk

11. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).