



University of
Sheffield



Privacy Notice

ICICLES: Impact of COVID-19 on Children's Language, Education and Socioemotional Skills

1. Introduction

You have been invited to participate in a research project exploring the impact of Covid-19 on children's language, education and socioemotional skills (ICICLES).

The ICICLES project is funded by the Nuffield Foundation and is a collaboration between the National Institute of Economic and Social Research (NIESR), the Education Policy Institute (EPI) and the University of Sheffield. Together, these parties (with the exception of the Nuffield Foundation) are referred to as the 'Research Team' in this Privacy Notice.

This privacy notice sets out how the Research Team will collect and use your personal data. Data held by the Language Screen application is held in accordance with their privacy notice available [here](#). Data held by Smart Survey is held in accordance with their privacy notice available [here](#).

2. What role will each party play in the research project?

The roles of each party named above are as follows:

- The Nuffield Foundation are the funders of the project
- NIESR, EPI and Uni of Sheffield are the 'Research Team'. They will run the project, co-ordinate data collection, store, manage and analyse data, and produce the reports.
- Schools will collect data on behalf of the 'Research Team' and share survey links with families.
- NIESR will act as the main point of contact for you throughout the evaluation.

If you have any questions about this privacy notice or if you need to contact any of the organisations mentioned above you can email us on: c.a.bowyer-crane@sheffield.ac.uk or ICICLES@niesr.ac.uk.

The Research Team deals with and shares your personal data in accordance with a data sharing agreement between the Research Team members and the Schools. The agreement sets out the purposes for which we may process and share your personal data and our agreement to cooperate to protect your personal data and deal with any requests you may have.

We promise to respect 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.

3. What information do we collect?

We shall be processing the data of several categories of data subject. Please read the section below that is relevant to you:

Parent/Carer:

- Name
- Gender
- Email Address
- Information about dependents
- Responses to interviews and surveys

Child (aged under 13 years):

- Name
- Date of Birth
- Gender
- Unique Pupil Number (UPN)
- School name and contact details
- Special Educational Needs
- School Attendance information
- Absence records
- Eligibility for Free School Meals
- EAL
- Academic Achievement (statutory assessment data)
- Performance on language assessment
- Performance on socioemotional development assessment
- Responses to surveys
- Early years census records on pre-school enrolment and basis for 2 year-old funding

School Staff

- Name(s) of teachers in relevant year groups and SLT
- Contact email address
- Contact telephone number
- Responses to interviews and surveys

4. How we collect information

We may collect personal data in a variety of ways and at a variety of times throughout the research study being conducted. Please read the section below that is relevant to you:

Parent:

- From yourself via an online survey sent to you by your child's school or the Research Team

Child (aged under 13 years):

- From your parents
- From your school
- From yourself by a language assessment completed with your teacher and a short survey completed with your parent
- From the Department for Education held National Pupil Database

School Staff

- From your school
- From yourself in responses to interviews and surveys

National Pupil Database

We will also access existing data from the National Pupil Database for the purposes of comparison of educational outcomes.

5. What do we do with the information we collect?

The research team will use the information to:

- To send a Memorandum of Understanding to schools
- To send the link to the parent and school survey including a link to the data privacy notice
- To send equipment and/or funds to schools.
- To enter schools/parents into prize draws and deliver the prizes.

- To match data received from schools and parents with the Language Screen app and the Strength and Difficulties Questionnaire.
- To match data received from schools and parents to National Pupil Database data and outcome data.
- NIESR/EPI will match the pupil data to data on pupil outcomes. This will include data from questionnaires and assessments administered as part of the project including a standard assessment of language skills and a measure of socioemotional wellbeing.
- To contact teachers about participating in interviews and surveys
- To produce briefings and reports based on the results of the project.
- To contact schools about future research opportunities.

6. What is the lawful basis for processing your personal data?

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

- The Research Team's legal basis for processing personal data is 'legitimate interest' under UK General Data Protection Regulation (GDPR) Article 6.1(e). The data is being processed by all parties in order to explore the impact of Covid-19 on children's language, educational and socioemotional outcomes in KS1.
- The processing of special category personal data and any protected characteristics as specified by the UK GDPR and the UK Equality Act 2010 will be processed for research, archiving and statistical purposes in line with UK GDPR Article 9.2(j).

7. Who else has access to your information?

The Research Team 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 suppliers, research assistants, trusted academic partners and subcontractors who may process information on behalf of the Research Team to carry out such work as administering or scoring tests, undertaking interviews, transcribing interviews and archiving data. In all cases, the Research Team will ensure that these third parties enter into appropriate data processing agreements with us and that they keep your personal data secure and confidential.

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.

8. International Transfers

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

9. 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.

10. 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.

- The Research Team will delete any personal data 12 months after the completion of the project.
- The pseudonymised data will be retained by the Research Team indefinitely.

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.

11. 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
- To request correction of your personal data: this enables you to have any incomplete or inaccurate data we hold about you corrected
- To 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.
- To 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

- To request restriction of processing your personal data: This enables you to ask us to suspend the processing of your personal data
- To 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 c.a.bowyer-crane@sheffield.ac.uk

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.

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 NIESR/EPI in the first instance.

12. 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 all data subjects and ensuring you are provided with an updated version of this Privacy Notice.

This Privacy Notice was last modified on 28th March 2023.

13. Contact details

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NIESR is a company listed by guarantee registered in England, and a registered charity

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