

Data sharing agreement for schools

National Tutoring Programme – Tuition Partners

Organisations involved

Education Endowment Foundation (EEF)	Joint data controller
Evaluator consortium (consisting of the National Foundation for Educational Research, Kantar and University of Westminster) (known collectively as the Evaluator)	Joint data controller
School	Data controller
Tuition Partners (TPs)	Joint data controller

What is the purpose of the data collection?

How does data sharing contribute to meeting this purpose?

The National Tutoring Programme - Tuition Partners (the TP Programme) is a government-funded initiative to support schools to address the impact of COVID-19 schools closures on pupils' learning. Schools are able to access subsidised high-quality tutoring from an approved list of providers, known as Tuition Partners.

The Department for Education (DfE) and EEF are interested in learning which types of tutoring are most effective and have commissioned an evaluation. The Evaluator will investigate the programme's impact on pupil attainment and how this varies by different tutoring approaches, pupil and school characteristics. The evaluation will also look into the experiences of schools, tutors and pupils in order to improve the delivery of tutoring in the future.

To carry out the evaluation, it will therefore be necessary to process personal data about pupils (both those who take up the offer and those who do not), as well as key staff members at participating schools.

In order to deliver tuition services in schools, TPs will collect additional (and sometimes overlapping) personal data about participating pupils. Such personal data is not covered by this agreement. TPs are responsible for ensuring they have appropriate provisions in place for such processing.

The TP programme and its evaluation are part of the Government's £1 billion coronavirus

catch-up package. As the full package is implemented, further research to assess the impact of this provision may be commissioned. In an effort to reduce the burden on schools, the DfE and EEF reserve the right to re-use personal data for research deemed compatible with these purposes.

Three months after the publication of the evaluation report, all of the de-identified matched data (pupil data only) will be added to the EEF archive, which is managed by FFT on behalf of EEF and hosted by the ONS. This will enable the EEF and other research teams to use the de-identified data as part of subsequent research through the ONS Approved Researcher Scheme, including analysing long-term outcomes through the National Pupil Database. This data may also be linked to other research datasets for the purpose of Covid-19 related educational research.

Description of data

What personal data will be collected?

What special data will be collected?

Which organisation will collect which data?

Personal data will be collected about pupils and key staff members:

The following data will be collected from participating schools for all pupils in year groups receiving tuition and all pupils in Year 6 or Year 11.

- Basic data for matching to NPD (name, date of birth, Unique Pupil Number (UPN))
- Background characteristics such as gender*, ethnicity*, socio-economic status and household proximity to school
- Information on pupil performance / attainment
- Special educational needs*
- School attendance / exclusion
- Interactions with social services
- Reasons for programme eligibility
- Information about participation in the TP programme

*considered special category data

The Evaluator will request permission from participating schools to access pupils' results from the schools assessment data (if the school uses external assessments). Test results will be collected in the autumn or spring term and again in the summer to help understand how effective tuition has been. If the pupil is in Year 6 or Y11, national test results (KS2 assessments or GSCEs) will be obtained by the Evaluator from the NPD.

The Evaluator will carry out a classroom teacher survey and, in a sample of schools, to organise interviews with teachers and focus groups with pupils to collect views on implementation and perceptions of the Tuition Partners programme.

From each participating school, the Evaluator will collect the following data:

- The Headteacher's name and contact details
- Name, job title and contact details for the TP School Lead

How will data be shared?

Data will be shared between the organisations listed on page 1 using a secure online portal. The online surveys will be administered using Questback. Questback's privacy statement can be found at <https://www.questback.com/data-privacy/>.

Three months after the publication of the evaluation report, pseudonymised matched data will be added to the EEF archive, which is managed by FFT on behalf of EEF and hosted by the ONS. This will enable the EEF and other research teams to use the pseudonymised data as part of subsequent research through the ONS Approved Researcher Scheme, including analysing long-term outcomes of the National Tutoring Programme – Tuition Partners through the NPD. The pseudonymised data may also be linked to other relevant datasets after archiving.

Data Protection responsibilities

	Relevant issues	Responsibilities
Fair and Lawful	What is the lawful basis for processing?	NFER, Kantar, EEF have identified the following legal basis for processing personal data: GDPR Article 6 (1) (f) Schools, University of Westminster has identified the following legal basis for processing personal data: GDPR Article 6 (1) (e) The legal basis for processing special data is: GDPR Article 9 (2) (j)
	Who will tell respondents that data sharing will take place?	Materials produced by TPs and the Evaluator will explain how and why data will be shared to enable the delivery and evaluation of the TP.
	How will the purposes of the processing be communicated to respondents? Who will provide the information	Data subjects will be provided with a privacy notice which explains how their personal data is being processed. Where relevant, all materials will be processed.

.....

		provided to data subjects by TPs and Evaluators
Processing for specified purposes	How will each organisation ensure that the data is only used for these purposes?	<p>The purpose for processing is summarised above; the purpose for each specific variable is documented in the Data Collection Plan. Personal data will only be collected and used for these purposes.</p> <p>Access to any data collected for the delivery and evaluation of the TP Programme will be limited to those who need to access it.</p>
Adequate, relevant and limited	How will each organisation ensure that they keep data collection to a minimum and share the minimum?	<p>Each data field was discussed and a consensus was made amongst all parties regarding their usage to ensure we collect only relevant and minimum data as required.</p>
Keeping data accurate and up to date	Does the data need to be kept up to date, for further use, and how will this be done?	<p>All organisations involved with the delivery and evaluation of the TP Programme understand the importance of maintaining the accuracy and currency of participant data.</p> <p>Schools are required to inform the TP and Evaluator if Headteacher / TP School Lead change during the TP Programme.</p>
Retaining and deleting data	How long does each organisation need to keep the data and when will each delete the data?	<p>All members of the evaluation consortium will securely delete personal data relating to evaluation one year after the publication of the final report currently expected to be December 2021.</p> <p>Tps will securely deleted any personal collected for the evaluation alone at the end of the TP programme in July 2021. Note personal data collected for delivery purposes is subject to the deletion schedule set out in the TP's grant agreement.</p> <p>Pseudonymised pupil data will be</p>



		added to the EEF archive. It will be retained until no longer required for research purposes.
How will the data be kept secure	How will the data be exchanged between the organisations in a secure way? What other technical and organisational measures will be in place to keep data secure and to securely delete data in each organisation?	All partners have put in place appropriate measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Such measures were assessed by EEF prior to the appointment of the TPs or the Evaluator.

Individual rights

How will data subjects be informed of their rights in relation to these processing activities?

Who will be responsible for doing this?

Individual rights covered are covered in the privacy notices provided to the different types of data subjects. They also contain details of who to contact to exercise these rights.
NFER will be the primary contact for queries from data subjects.

Transfer overseas – outside of the European Economic Area (EEA)

Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.



Will this data be transferred overseas outside the EEA	The evaluator/Tuition Partner will not transfer outside of the EEA.
Who will be responsible for ensuring that data subjects know that this is the case	This is explained in the privacy notices.

.....

Each organisation warrants that it will only process the personal data outlined in this agreement solely for the purpose and to the extent described in this agreement. The evaluation consortium and Tuition Partner will also comply with:

- the requirements set out in the Data Protection Schedule of the Grant Agreement
- the ICO's data sharing code of practice (currently in draft) when obtaining data from schools.

Agreed by

Organisation	Name	Signature*	Date
EM Tuition	Tia Georgiou		
Knowledge & Understanding CoPE School.	Rosie Phillips		6/7/21

*signatures may be electronic.

.....