

Privacy notice

CECIL

Introduction

Your setting is participating in a research project testing the impact of a training and coaching programme called CECIL (Coaching Early Conversations Interaction & Language) which will be delivered by the Nottinghamshire Early Intervention Speech and Language Team (EISLT).

The Sutton Trust, the Institute for Employment Studies (IES), and the University of Oxford are working in partnership to explore the impact of continuing professional development for early years practitioners which combines training (Let's Interact: An adaptation of Learning Language and Loving It™ - The Hanen Program® for Early Childhood Educators/Teachers) with additional coaching. The evaluation will use a randomised controlled trial methodology. Settings will be randomly assigned to one of 2 groups in October 2020. This Privacy Notice only applies to data that IES collects. IES will explore practitioners' experience of and views on participating in the CECIL programme including any perceived impacts, as well as exploring practitioners' knowledge, skills and confidence. The University of Oxford will provide equivalent information for their part of the evaluation in their consent letters which you will receive if you are asked to take part.

This privacy notice sets out how IES will collect and use your personal data.

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 IES in the first instance.

IES

- **Post:** Institute for Employment Studies, City Gate, 185 Dyke Road, Brighton, BN3 1TL
- **Email:** suzanne.anderson@employment-studies.co.uk

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 IES 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.

The Research Team deals with and shares your personal data pursuant to a data sharing agreement between the Research Team members. 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.

What kind of information do we collect?

When you complete a survey or interview with us we will collect your name and contact details, and setting name and address so we can identify whether you were in a setting that was an Early (Oct 2020- Jul 2021) or Late starter (Oct 21 onwards) of CECIL.

What do we do with information we collect?

IES will use your data as follows:

- To contact practitioners about participating in interviews, case studies and surveys
- To carry out the implementation and process evaluation and prepare a report about the project

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.

- IES' legal basis for processing personal data is 'legitimate interests'. The evaluation of CECIL fulfils one of IES' core business purposes (undertaking research, evaluation and information activities) and is therefore in our legitimate interest, that processing personal information is necessary for the conduct of the evaluation.

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, trusted academic partners and subcontractors who may process information on behalf of the Research Team to carry out such work as 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.

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.

- IES will delete any personal data six months after the completion of the project

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
- 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 Suzanne.anderson@employment-studies.co.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.

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 for the Research Team

- The Institute for Employment Studies is a charitable company limited by guarantee registered in England.
 - Registration number: 931547
 - Charity registration number: 258930
 - Registered office: Institute for Employment Studies, City Gate, 185 Dyke Road, Brighton, BN3 1 TL
 - Email: suzanne.anderson@employment-studies.co.uk