

Privacy Notice: Edge Hill University 1stClass@Number 1 Education Endowment Foundation Subsidised-Scale-up Project

Our respect for the privacy and security of your data is of great importance to the Faculty of Education and Edge Hill University (EHU). All personal data is held and processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (the GDPR).

This notice specifically relates to personal data held by the Faculty of Education for the purpose of communication whilst taking part in the Edge Hill University 1stClass@Number 1 Education Endowment Foundation Subsidised-Scale-up Project. This notice should be read in conjunction with the University's Data Protection Policy and Privacy Policy.

The Intervention: 1stClass@Number 1

1stClass@Number 1 is a Mathematics intervention for children mainly in Year 2 who need support around the level of the Year 1 National Curriculum. A 1stClass@Number 1 trained teaching assistant delivers lessons that focus on number and calculation, developing children's numeracy and communication skills whilst developing their mathematical thinking. During the 1stClass@Number 1 training the teaching assistant develops their own mathematics pedagogy.

What information and data will EHU collect during the course of the project

Personal Data: On completion of an agreement by school representatives to join the Project EHU will ask you to provide personal school contact details for particular members of school staff who will be key to the effectiveness of the project.

Child Data: Child personal data – programme entry and exit standardised scores and other personal information such as child name (there is an option to anonymise this), child date of birth and year group. This will be collected via a secure online website. Schools will be given a username and a secure password to gain access.

What purpose will the data collected during the course of the project serve

Personal Data: The personal school contact details will be used to effectively communicate with key staff during the project delivery.

Child Data: The collection of child data (programme entry and exit tests and person child details helps EHU to

1. evaluate and improve the effectiveness of 1stClass@Number 1 and share national outcomes,
2. research the implementation of 1stClass@Number 1

Lawful basis for processing the data collected during the course of the project

Personal Data: The legal basis for processing personal data is covered by GDPR Art 6.1(b) We use the information we collect only in compliance with this privacy notice. The processing of your data is necessary for the performance of a contract to which you, as data subject, are party.

Child Data: The shared personal data must not be irrelevant or excessive with regard to the Agreed Purpose. The data collected will include:

Personal details, Date of Birth, Gender, Pupil Premium/Free School Meals eligibility, Special Educational Need, Home Language, Mathematics Test Scores

Processing is necessary for the performance of a task carried out for the legitimate interest pursued by the controllers or by a third party, except where such interest are overridden by the interests or fundamental rights or freedoms of the data subject which requires protection of personal data (GDPR Art 6.1 (f))

Each school that enters pupil data has been identified as a data controller

Data Subjects' legal rights in accordance with UK GDPR and Data Protection Act 2018

Personal Data: Individuals have the right to access and be informed what personal data the University holds about you and what it is used for (please refer to the University's [Subject Access Request Form](#)). We may amend this privacy notice from time to time, any significant changes to this notice or to the way we treat your data will be communicated via the Every Child Counts website or by contacting you directly through the most appropriate means.

Child Data: As a school, you can decide whether you want to enter personal data or anonymised data about each pupil - or personal for some and anonymised for others. Personal data is data that could enable a pupil to be identified, e.g. their name and date of birth and characteristics such as pupil premium eligibility and special need. The advantage of entering personal data is that the more information you put into the system, the more your reports will include. It is more straightforward to share a pupil report with a parent if it states their child's actual name rather than, for example, "Child A". Your school report will analyse the impact of ECC for vulnerable groups such as pupil premium children, but can only do so if this information has been entered. If you want to enter personal data on the system then, as a data controller, you need to have a legal basis for doing this. You might decide that this is covered by parental consent that you have already obtained or on some other basis. Alternatively, you might decide that you need to obtain specific consent from parents to use the ECC data system. If so, we can provide a sample consent form that you can use or adapt if you wish or you can design your own form. Your school should keep the signed forms; you do not need to send them to us. If a parent later withdraws their consent, just let us know and we will anonymise the pupil's data on the system. Anonymised Data is non-personal data that cannot be used to identify a pupil. You can enter anonymised data on the system for any pupil for whom you decide not to enter personal data. EHU will be unable to identify the pupil.

Which parties have access to the data collected during the course of the project?

Personal Data: EHU does not share the information you provide to us with other parties unless there is a lawful basis to do so. Data is stored within the University secure servers. No personal information will be transferred outside of EEA.

Child Data: The online data system is currently operated on behalf of EHU by Data Architects Ltd., who are certified as meeting the ISO 27001 standard for information security management. Data Architects Ltd. is recognised as a data processor for this purpose. Data that is processed directly by EHU is governed by EHU's Information Security Policy, which is aligned to ISO 27001. The online system is password protected and schools can only enter and view data relating to their own pupils. Only authorised EHU staff can access the data and no hard copy records are stored. EHU will not share the data with any third party and will not transfer it outside the EEA.

How long is the data collected during the course of the project stored for?

Personal Data: EHU retains personal information provided on the secure University servers for 12 months after commencing 1stClass@Number 1 training. At the end of this period your personal information is deleted and personal data purged from our systems.

Child data: EHU will retain records on the online data system for up to four years after their entry date and will then archive them and delete them from the online system. EHU will anonymise the archived records so that no pupil or school can be identified and will retain them on its secure internal network for evaluation and research purposes.

Contact details for any queries or concerns

Should you wish to contact anyone regarding personal/child data or if you have any concerns about the use or processing of data, please contact:

dataprotection@edgehill.ac.uk

Information Governance Office
Edge Hill University
St Helens Road
Lancashire, Ormskirk
L39 4QP

<https://www.edgehill.ac.uk/ig/privacy/>

or please contact the information Commissioners Office (**ico**)

<https://ico.org.uk/make-a-complaint/>

Project Delivery Team

The project will be delivered by the Every Child Counts Team at Edge Hill University. Contact details as follows:

Yvonne Panteli
Every Child Counts – Faculty of Education
Edge Hill University
St Helens Road,
Lancashire, Ormskirk,
L39 4QP

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01695 657 133

Further project information

The EEF is commissioning an independent evaluator to study the EEF's Accelerator Fund activity to gather and share useful lessons. The evaluator may contact the headteacher and staff participating in this project to ask if they would like to take part in that evaluation. This is not a requirement of taking part and will not be designed to be labour-intensive. If you have any concerns, please let us know.

In addition to the evaluation of the EEF's Accelerator Fund activity, the EEF will fund an evaluation team to work on this project. The focus of that work will be determined once the team has been appointed. The team may contact the headteacher and school staff participating in this project to ask if they would like to take part in that evaluation, for example completing a survey or taking part in an interview. This is not a requirement of taking part and will not be designed to be labour-intensive. If you have any concerns, please let us know.