

Privacy Notice

For parents of pupils in schools participating in the Alternative Provision Specialist Taskforce (APST) evaluation

Project Title

Evaluation of Alternative Provision Specialist Taskforces (APST)

Ref: 22153

I already got a copy of this document – why are you sending me a new one?

We are sharing this document because a few things have changed in our approach since the last time we shared this with you:

- We are no longer asking children to complete the Self-Reported Delinquency Scale (SRDS) survey. This means that the personal and special category data that we are collecting about your child has changed and we need to inform you of this.
- We have changed how we will ask schools to share the data with us. We were going to ask schools to send this data to us by an online survey platform (SmartSurvey). We are now instead going to ask them to send this data by a secure courier instead.

Who we are and what does this document include?

RAND Europe is an independent not-for-profit research institute based in Cambridge and Brussels whose mission is to help improve policy and decision making through evidence-based research.

The Department for Education is the government department responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.

This document provides information on the evaluation of the Alternative Provision Specialist Taskforces (APSTs). It sets out how your child's personal information will be collected, used and looked after in accordance with the UK General Data Protection Regulations (GDPR) and Data Protection Act 2018.

About the evaluation

The APST Project is a new pilot funded by the Department for Education (DfE). Participating Alternative Provision (AP) settings will embed teams of specialists (e.g. mental health workers, speech and language therapists, family support workers) in their schools. The schools have been chosen because they are in serious violence hotspots. The DfE is piloting the APST in 22 AP schools over two academic years, starting delivery in autumn 2021. The aim of the APST is to improve educational and lifetime outcomes for pupils in AP settings and to reduce serious violence.

To see if the APST has an effect on these outcomes, the Youth Endowment Fund (YEF) is funding this evaluation and has commissioned RAND Europe to conduct the evaluation. As part of the evaluation, RAND Europe and the Department for Education have recruited additional schools who are similar to the APST schools to act as comparison schools for the outcomes.

You are receiving this privacy notice because your child attends one of the schools taking part in the APST evaluation.

Who is holding your data?

RAND Europe and the Department for Education will act as Joint Data Controllers during the evaluation. At the end of the evaluation, data from the project will be stored in the YEF data archive and the YEF will become Data Controller¹.

RAND Europe will be responsible for collecting the data from the AP schools, storing this data securely, and passing it onto the Department for Education for matching to existing datasets. RAND Europe will be responsible for analysis of the dataset. RAND Europe has asked the University of Westminster (UoW) and the FFT Education Datalab (FFT) to act as Data Processors to analyse the pseudo-anonymised dataset and transfer the final dataset to the YEF for archiving.

The Department for Education will be responsible for matching the dataset received from the schools with the data held in the National Pupil Database (NPD) and Individual Learners' Record (ILR) data. They will pass this dataset onto UoW and FFT for analysis. They will oversee the transfer of the final dataset to the YEF for archiving.

What data are we collecting and how we are collecting them?

By 'personal data', we mean any information about an individual from which that individual can be identified, for example name. 'Special category' data is personal data that needs more protection because it is sensitive. This includes health and ethnicity data.

RAND Europe will collect the following personal data about your child from the AP school: name, unique pupil number (UPN) and date of birth.

RAND Europe has asked teachers at your child's AP school to administer a self-reported survey to all pupils in Key Stage 3 and 4 (including your child) when they join the school and when they leave the school.

This survey is called the Strengths and Difficulties Questionnaire (SDQ). It asks questions that give us data about emotional symptoms, conduct problems, hyperactivity-inattention, peer relationship problems and prosocial behaviour. This will provide us with information about

¹ For more information about the YEF archive please see: <https://youthendowmentfund.org.uk/evaluation-data-archive/>

the effect (if at all) APST has on pupils' social, emotional and mental health and on their likelihood of being involved in offending behaviours in the future. This is one of the most widely and internationally used measures of young people's mental health. We will use a version which is suitable for young people aged 11-17 years old.

How we share and store the data?

RAND Europe will not share responses to the SDQ with parents, the police, or other agencies. In this sense, they will be kept confidential. We will also ask that the staff administering the survey at the school do not share your child's response with others. However, if a staff member at the school does see information from a survey that makes them worried about your child's safety or someone else's safety as a result, they will follow their usual safeguarding procedures to make sure that your child and others are safe.

RAND Europe will arrange for couriers to collect the physical copies of forms that include your child's personal data (name, date of birth, Unique Pupil Number) and responses to the SDQ from schools. The couriers will bring the SDQ forms to the RAND Europe office. We will keep them locked in our secure offices. We will input the data into an electronic database that will be stored securely on the RAND Europe server.

RAND Europe will then share this dataset with the Department for Education using Egress (a secure filesharing system). The Department for Education will match this dataset to data that is held in the National Pupil Database (NPD) and Individual Learners' Record (ILR) about your child: about attendance, attainment, post-16 destinations. They will also match this to data about various characteristics of your child (including their ethnicity, their gender, if they are a child in local authority care (LAC), if they receive Free School Meals, if they have a Special Educational Need or Disability). The data that we will use from these databases will have been gathered through your child's previous school history. It will not include opinions of teachers or others who have worked with your child. This matching will take place within the Office for National Statistics' (ONS) Secure Research Service (which can only be accessed by accredited researchers).

The Department for Education will share their dataset with University of Westminster and FFT in the Office for National Statistics' (ONS) Secure Research Service (which can only be accessed by accredited researchers) for analysis. The dataset will be pseudo-anonymised (meaning that FFT and University of Westminster will not receive your child's personal data in this dataset).

FFT and University of Westminster will use this data to analyse the effects of the APST pilot and to write a report that will be publicly available. We will not identify any individuals in our report and we will not share the data gathered about individuals with anyone outside of the evaluation.

For the purpose of research, following the completion of the evaluation, FFT and the University of Westminster will share the dataset with the YEF for storage in their archive via SRS. At this point, the YEF will become data controllers.

What is the legal basis for processing your data?

The legal basis for RAND Europe to process your child's personal data is legitimate interests detailed in Article 6(1)(f) of the UK GDPR. The legal bases for processing your child's special category data is for reasons of substantial public interest and because it is necessary for archiving purposes in the public interest, scientific or historical research purposes as detailed in Article 9(2)(g)& (j) respectively of the UK GDPR. To ensure that all processing is fair and lawful, RAND Europe have also completed a Legitimate Interest Assessment and a Data Protection Impact Assessment and completed an application to the RAND internal review board for ethical approval. RAND Europe will process only what is required to meet these legal bases and will ensure security and safeguards are in place to protect the information.

The legal basis for the Department for Education to process your child's personal data is where it is necessary for the performance of a task carried out in the public interest as set out in Article 6(1)(e) of the UK GDPR. The legal basis for processing special category data is for reasons of substantial public interest as detailed in Article 9(2)(g) of the UK GDPR and will process any criminal offence data using research as its condition for proceeding in Schedule 1 of the DPA 2018.

The Department for Education also conducts a Data Protection Impact Assessment and Its Data Sharing Approval Panel ensures any sharing of data through the ONS's Secure Research Service meets ONS's 'five safes data protection framework' to make sure that the people, projects, settings, data and outputs are safe.

What are we using the data for?

The evaluation team is collecting your child's data to aid the evaluation. The evaluation aims to find out more about the impact that the APST intervention has on a number of pupil outcomes (the 'impact' evaluation): including attendance, post-16 destinations, educational attainment, socio-emotional wellbeing and conduct and hyperactivity. We will look at how the outcomes of children attending AP schools that are implementing APST compare to those of pupils who are attending AP schools that are not implementing the APST. We will analyse the data to see if there is a difference. This will help us to understand if and how the APST intervention makes a difference to pupils.

How do we keep your data secure?

The evaluation team have put various security measures in place to keep personal data secure and to prevent any unauthorised access to or use of it in accordance with Data Protection Act (2018) and UK GDPR requirements. All data collected by RAND Europe will be stored on secure servers, accessed only by relevant project team, and personal data will be stored separately to SDQ data. All data will be shared using specialist software (Egress). SCD will process, store and delete data securely in line with their ISO 27001:2013 accreditation. Data analysis by FFT and the University of Westminster will be conducted in the ONS' SRS. This is a secure environment that can only be accessed by accredited researchers. No data will be saved on servers or shared with processors outside the UK. The Department for Education will keep the data it processes securely and strictly in accordance with Government standards.

How long do we keep your data?

RAND Europe will securely delete all data held on its secure server six months after the end of the project.

Data about all pupils will be deposited into the YEF's data archive at the end of the project (March 2025) for the purpose of research². You can find out more about the archive in the Project Information Sheet.

What are your rights?

RAND Europe and the Department for Education operate in accordance with the Data Protection Act 2018 and UK GDPR 2016 requirements. You are provided with certain rights that you may have the right to exercise through us. In summary those rights are:

- To access your data ("data subject access request") (Article 15 of the GDPR)
- To have inaccurate personal data rectified (Article 16 of the GDPR)
- To have your data erased (Article 17 of the GDPR)
- To restrict the processing of your data (Article 18 of the GDPR)
- Request the transfer of your personal data to you or to a third party (Article 20 of the GDPR)
- Object to processing of your personal data (Article 21 of the GDPR).

How do you contact us?

If you have any questions about the study or your rights, you can get in touch by:

- Sending an email to the evaluation team – Dr Emma Disley (apstevaluation@randeurope)
- Calling the evaluation team by ringing +44 1223 353 329 and quoting Ref: 21153"APST".
- Contacting RAND Europe's Data Protection officer, Rani Viknaraja rviknara@randeurope.org and quoting Ref: 21153"APST" or in writing to Data Protection Officer, RAND Europe, Westbrook Centre, Milton Road, Cambridge, CB4 1YG, UK.
- Contacting the Department for Education's Data Protection Officer, Emma Wharram dataprotection.office@education.gov.uk or in writing to Data Protection Officer, Department for Education, The Cube, 123 Albion Street, Leeds LS2 8ER. Sending an email to the Youth Endowment Fund – [Hello@youthendowmentfund.org](mailto>Hello@youthendowmentfund.org)

If you/your child would like to withdraw from the evaluation, you must complete the attached withdrawal form and return it to the AP setting. This will mean that your/your child's data will not be collected or will be deleted if already collected. If already collected, data identifiers

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(stored securely and separately from the data) will enable the evaluation team to identify the individuals and erase their data. Withdrawing the data collection will have no negative repercussions. We will maintain a log to store any such requests that we receive.

Where you request information from us, we will need to confirm your identity to ensure the security of your data. We will endeavour to respond within 30 days but our response time may vary depending on the complexity of your request. A fee will not normally be charged unless a request is considered to be without basis, repetitive or excessive. Where we request a fee it shall always be reasonable.

You also have the right to contact the Information Commissioner's Office in the UK if you have any concerns about the processing of your data by RAND Europe. You can visit ico.org.uk or email casework@ico.org.uk. Alternatively, you can write or telephone to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.