

RESEARCH PRIVACY NOTICE FOR DfE ITT DATA

Impact of Teaching Bursaries on Trainee Performance

Participants, Partners and Collaborators

London School of Economics and Political Science (LSE) aims to conduct research to the highest standards of research integrity. LSE's (the "School", "We", "Us", "Our") research is underpinned by policies and procedures that ensure we comply with regulations and legislation that govern the conduct of research; this includes the General Data Protection Regulation 2016/679 (GDPR) and the UK Data Protection Act 2018 (DPA). We are a company limited by guarantee, registered in England under company number 70527, whose registered office is at;

London School of Economics and Political Science
Houghton Street
London
WC2A 2AE
United Kingdom

This Notice applies together with any other information the School may provide about a particular use of personal data. Our Data Protection Officer is Rachael Maguire, who can be contacted by post to our address as stated above or via email GLPD.Info.Rights@lse.ac.uk. The main contact for this research Project is Rebecca Rose who can be contacted via the above address or via email r.rose@lse.ac.uk. This notice should be read in addition to the School's other relevant policies, including;

- [Data Protection Policy](#)
- [Data Protection and Research \(guidance for staff\)](#)
- [Information Security Policy, Procedures and Guidelines](#)
- [Research Ethics Policy and Procedures](#)

Introduction

The School will use the School Workforce Census and Initial Teacher Training (ITT) data for the years 2014-2020 to research the impact of financial incentives of teacher training on outcomes such as teacher retention, teacher performance, and school performance. The public benefit of this work will be understanding how to attract new teachers into the public sector, and whether higher bursaries attract higher quality teachers. We ensure that it is in the public interest when we use personal data from people who have agreed to take part in research, and we have the obligation to demonstrate that our research serves the interests of society as a whole. Your personal data will be accessed in a secure setting by safe researchers, and we will use your personal data for that research only in the ways needed to conduct the research and analyse the data.

What is Research?

Research is a process of methodical investigation that entails collection of data; documentation of critical information; and analysis and interpretation of that data/information, in accordance with suitable methodologies set by specific professional fields and academic disciplines. Sometimes it may be conducted in collaboration with commercial organisations and funders.

What is Personal Data?

The GDPR defines "personal data or personal information" as any information relating to an identified or identifiable natural person (a "data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a

name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person. This includes information which may not explicitly identify you (e.g. where your name has been removed) but which does make it possible to identify you if it is combined with other information that is readily available. For example, this might be because the information available contains a postcode, your gender and date of birth; in these circumstances it might be possible to identify you by using this in conjunction with other information available elsewhere.

Our Responsibilities to Your Data

We access Department of Education (DfE) data extracts through the ONS (Office for National Statistics) Secure Research Service in accordance with the five safes: safe people, safe projects, safe settings, safe outputs, safe data.

Safe People, Safe Projects

All researchers have gone through external training of the five safes and are accredited by the ONS as having sufficient technical skills to use your data. They also must hold a basic disclosure (DBS) certificate and sign an agreement promising to always protect the confidentiality of your data. To gain access to your data, we must demonstrate the research will deliver clear public benefits and represent an appropriate and ethical use of your data.

Safe Settings, Safe Data

We access your data through the ONS Secure Research Service. This means that we do not get a copy of your data, and instead we access it on ONS systems where we can analyse data, and have no access to email, the internet, printers or any other way of taking out your protected data. We do not attempt to identify any participant within the data, and only access a de-identified version of the data where names are removed and replaced with unique but meaningless identifier codes/keys.

We will process and analyse your data in line with the objectives of the research, ensuring we collect only what is appropriate and necessary, informing you of what we are collecting and how it will be used. We commit to keeping your personal information secure and respect the confidentiality of the personal information that DfE shares with us. We will use your personal data only for the purpose of the research you are participating in and we will not usually use your information or contact you for any purpose other than research unless you have consented to this.

Safe outputs

Data outputs are checked by members of the ONS to ensure you cannot be personally identified and that the ONS's confidentiality standards are met. Any outputs, tables or charts that are cleared to be taken out of the secure research environment will not contain any information that can be combined with other data sources to identify you.

Types of Personal Information We Use within Research Projects

Whatever data we collect will always be proportionate to achieving those objectives. We are accessing the following types of personal data about you:

- Your administrative information, including:
 - o School workforce member ID
 - o Educational History
 - o School training details, including school location
 - o Contract details, including pay and school location
 - o Stipend and/or Bursary details

LSE may also process some information about you that is considered to be sensitive, or which is "special category" personal data. This includes information concerning your:

- Biographical and social information, including:
 - o Ethnicity
 - o Gender identity
 - o Date of Birth
 - o Educational history

All personal information is kept in line with our policies (as listed on page 1 of this document) or any regulatory requirements. We do not have access to personal identifiers such as your name. This is replaced by the DfE with a unique identifier code or key.

The Lawfulness of using Your Personal Data

In fulfilment of the GDPR and DPA 2018, we are required to be explicit with you about the legal basis upon which we process your personal information. In the context of research, we will process your personal information in accordance with:

- Art.6 1 (e) “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.” This will be the lawful basis for processing personal data for research.
- Art.9 1(j) “processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, shall be subject to appropriate safeguards, in accordance with this Regulation, for the rights and freedoms of the data subject”. This is for any special categories data used in research, e.g. for health data or ethnicity.

For more information, go to [Data Protection and Research](#)

Sharing Your Information with Others

Your information will usually be shared within the research team conducting the project you are participating in. However most personal information used in research will be pseudonymised before sharing within the team. Published outcomes will contain completely anonymised results that you cannot be identified from.

Principles and Rights

The School researchers will abide by the six data protection principles that govern how personal data should be processed. Read more about Data Protection Principles and Research under our Data Protection and Research page. If you want to exercise your rights under these principles, please download our Data Protection form and email it to GLPD.Info.Rights@lse.ac.uk. You have a right to be informed about the research your data will be used in. You also have the right to: access information held on you, to have it corrected, in some cases to have it erased, to object to your data being used and to object to automated processing.

How Long is Your Information Kept?

We will retain access to your personal data for as long as is necessary to conduct the research project. Research data that is deposited in a data archive at the School or with a third party e.g. the UK Data Archive will be de-identified before deposit.

How to Contact Us

If you want to exercise any of the rights described above or are unhappy with the way we have used your information, you should contact the School Data Protection Officer, Rachael Maguire at GLPD.Info.Rights@lse.ac.uk. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR and related Data Protection Legislation. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

How to Make a Complaint to the Regulator

If you are dissatisfied with our response, or you believe that your data protection or privacy rights have been infringed, you should contact the UK Information Commissioner's Office (ICO), which oversees data protection compliance in the UK. Details of how to do this can be found at: <https://ico.org.uk/make-a-complaint/>.