

## Data Sharing Agreement: Working Lives of Teachers and Leaders Survey

This document relates to the transfer and storage of Newly Qualified Teachers' (NQTs) / Early Career Teachers (ECTs) contact information, to be transferred between Higher Education Institutions (HEIs) and IFF Research. The purpose of collecting this information is for IFF Research to invite NQTs/ECTs to participate in the Department for Education's (DfE) Working Lives of Teachers and Leaders survey.

### Who are we?

**The Department for Education (DfE):** The Department for Education is responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.

**IFF Research:** IFF Research is an independent social and market research agency, working across the public, private and voluntary sectors.

**Institute of Education (IoE):** The Institute of Education is a world-leading centre for research and teaching in education and social science. Their research addresses society's most important challenges and our teaching inspires our students by providing them with first-hand experience of leading-edge research and knowledge creation.

For more information, please visit the websites below.

- [Department for Education](#)
- [IFF Research](#)
- [Institute of Education](#)

IFF Research and the Institute of Education (IoE) are conducting this longitudinal survey on behalf of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of this project and IFF and IoE, the data processors.

### What is this Research project about?

The Working Lives of Teachers and Leaders survey has been commissioned by the Department for Education (DfE) for teachers and leaders working in schools in England. It is being administered by IFF Research and the Institute of Education (IoE), which is part of the University of London. The research is designed to help DfE understand what motivates people to establish and sustain a career in teaching. By taking part teachers and leaders will be helping DfE to design policies that better support teachers and leaders and ultimately lead to better outcomes for schools and children. The survey is longitudinal by design, which will facilitate and exploration of trends in the education sector over time. Teachers and leaders are not obliged to take part in all subsequent years of the survey although the expectation is that they will: the longitudinal nature of this study is what makes it so important.

## Roles

For the purposes of this work, under the definitions of the General Data Protection Regulation (GDPR), the role of each involved party is as follows:

- **The Data Controller:** The Department for Education
- **Data Processor and Sub-Processor:** IFF Research and the Institute of Education (IoE)
- **Data Subjects:** Higher Education Institutions (HEIs) and their employees

## Data transfer

IFF Research will ask each HEI to provide contact information for its graduates who have been selected in our sample for the Working Lives of Teachers survey. This should be sent electronically, using IFF's own secure HTTPS hosted file exchange website. This site is hosted by IFF in-house on their own encrypted server. Data transfer can only occur when using an approved registered account and data must be encrypted to AES-256 compliance and password protected. Data separation is guaranteed; an approved registered account will only ever show the data relevant to the organisation or individual. The end user is always in control of their account credentials which are not known to anyone else, including IFF Research.

IFF Research will issue a survey to the selected graduates from each HEI.

## Data storage and security

IFF Research will process the contact data and survey data, which for the duration of their analysis, will be securely stored on their UK based servers. Following analysis, the survey findings and the anonymised raw survey data (i.e. which does not contain any individual names or contact details) will be shared the Department for Education, using secure and encrypted data transfer methods. Sample data (i.e. contact details) for the survey participants who do not agree to be re-contacted will be securely destroyed by IFF Research.

Data Protection: Technical and Organisational Measures. IFF data security framework is designed to meet IT control objectives relating to the confidentiality, integrity and availability of data and incorporating industry standard controls. Also, IT Security Policy is reviewed annually and updated as necessary. This is achieved in the following ways:

- Sample files and survey data are saved to a folder on IFF's network which only the direct project team are able to access (and is not moved from this file at any stage). Permission rights to this secure area are allocated by the Project Manager.
- All activity relating to secure files (copying, amending etc.) is recorded on the Data Asset Register and periodically reviewed by the Project Manager
- Personal data is not exported or transferred outside of the UK.

Added to this, IFF Research is compliant with and certified to ISO 27001, the international Information Security Management Standard and abides by professional codes of conduct established by the Market Research Society to ensure that all data is kept strictly confidential.

### **What data will be collected and why?**

IFF Research will be conducting online surveys and semi-structured qualitative follow-up telephone interviews with sampled graduates from each HEI.

In order to contact people to participate in the surveys, IFF Research will request a full list of contact details for all sampled graduates from each HEI. The details requested will be:

- Qualification title
- Primary and secondary email address
- Primary and secondary telephone number

IFF Research will provide each HEI who agree to participate with a sample template, pre-populated with the HUSID of each sampled graduate.

Using the information provided above, invites will be sent to teaching graduates inviting them to take part in the annual survey. These invites will be sent to the email addresses provided.

Recruitment to take part in the qualitative interviews will be conducted by telephone among those graduates who take part in the survey and who agree to be followed-up for qualitative research.

### **How will data provided be used?**

The sample data (graduate contact details) shared with IFF Research as set out under this notice will not be shared with the Department for Education. It will be used solely by IFF Research for the process of issuing survey invitations to teaching graduates from each HEI.

### **What is the legal basis for this data processing?**

In order for our use of personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition(s) that we are meeting are Section 8 of the Data Protection Act 2018 in that this processing of personal information is necessary for performance of a task carried out in the public interest. For the processing of special category data, the relevant condition for procession we are relying on is Schedule 2, Part 2, 6(b) for the processing of information in the fulfilment of our public task.

As data controllers in their own right, HEIs should rely upon their own existing policies that are compliant with the data protection regulations when sharing personal information.

## Retention of personal data

Personal data will only be retained by IFF Research for as long as needed for the purpose(s) of this piece of work, after which point it will be securely destroyed. This will be 12 months following the completion of each wave of the survey research, for those who do not agree to be recontacted.

Under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

## Data protection rights

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, individuals are entitled to ask if we hold information relating to them and ask for a copy, by making a 'subject access request'.

For further information about how to request data, individuals can use the '[contact form](#)' in the Personal Information Charter at <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

under the 'How to find out what personal information we hold about you' section.

If individuals need to contact us regarding any of the above, they can do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

## Security Breaches, Security Incidents, Loss or Unauthorised Disclosures of data

IFF will notify the HEI and the DfE (as data controller) in writing in the event of loss or unauthorised disclosures of information within 24 hours of the event. The designated points of contact will discuss and agree the next steps relating to the incident, taking specialist advice where appropriate. Such arrangements will include (but will not be limited to) containment of the incident and mitigation of any ongoing risk, recovery of the information, and assessing whether the DPO / Information Commissioner and/or the data subjects will be notified. The arrangements may vary in each case, depending on the sensitivity of the information and the nature of the loss or unauthorised disclosure.

## Contact information

Please send any questions about these terms and conditions or the practices of this work, via email, to: [workinglivesofteachersandleaders@IFFResearch.com](mailto:workinglivesofteachersandleaders@IFFResearch.com)

If you have questions for DfE, please contact [WorkingLives.TEACHERS-LEADERS@Education.gov.uk](mailto:WorkingLives.TEACHERS-LEADERS@Education.gov.uk)

## Last updated

We may need to update this data sharing agreement periodically, so we recommend that you revisit this information from time to time. This version was last updated on 12/10/2021.