

Privacy Notice for Working Lives of Teachers and Leaders Survey

Who we are

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](#)

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 (DfE)
- **Data Processor and Sub-Processor:** IFF Research and the Institute of Education (IoE)
- **Data Subjects:** Teachers and Leaders

How we will use your information

The survey is hosted and disseminated on behalf of the Department by IFF Research. They will receive your personal data from your survey responses, which they will anonymise before sharing with DfE.

We will also receive some personal data from the School's Workforce Census (SWC) which collect data on all teaching and support staff in regular employment and the Database of Trainee Teachers and Providers (DTTP) which collects data on trainee teachers. These are statutory data collection exercises that takes place each

year and are used to inform Departmental policy. Data is collected on the “collect once, use many times” principle.

The aim for this project is to help DfE to design policies that better support teachers and leaders. Specifically, it will look at in-school factors in recruitment and retention of teachers (e.g. school culture, leadership, opportunities for progression, and relationships among colleagues) according to an intersection of factors such as phase, subject area, length of service, gender, race/ethnic background.

DfE will receive an anonymised dataset of survey responses from IFF Research. To ensure that survey responses can be fully understood and explored, your survey responses will be linked to information about you which the Department for Education (DfE) already holds, or which it is lawfully permitted access (for example data may be linked to Get Information About Schools (GIAS) and to the School Workforce Census). Despite this, your survey responses will remain confidential at all times, with data linking completed by IFF via an anonymous identifier.

Furthermore, analysis will not be broken down by individual teachers or schools, so neither individuals nor schools will be identifiable from the analysis and reporting.

Your survey responses will be kept entirely confidential, in line with the Code of Conduct of the Market Research Society and General Data Protection Regulation (GDPR): linked information will be anonymised before sending to DfE and will be used for the sole purposes of education research. DfE and any organisation granted access to the data will hold it securely and not publish, share, or otherwise disclose information which identifies or makes it possible to identify any individual or school participating in the survey.

A report of findings will be published after each wave of the research. The anonymised dataset will be published on the Government’s online data archive and be made available, subject to DfE’s approval, to other researchers.

The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- your full name,
- gender,
- age,
- contact information (email address and telephone number),
- ethnic origin,
- health data,
- medical conditions,
- home life (e.g., demographic questions)
- you/your family’s financial and employment situation,
- school name.

Why our use of your personal data is lawful

In order for our use of your 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 conditions are:

- Article 6(1)(e) GDPR, to perform a public task as part of our function as a department.
- Article 9 (2)(g) under the substantial public interest condition.

Who we will make your personal data available to

We sometimes need to use other research organisations to help us deliver large pieces of work. In such instances we have a contract with these organisations. For the purposes of this project our contracted partners IFF Research and the Institute of Education (IoE) has been employed to process your personal data on our behalf.

How long we will keep your personal data

The DfE will keep an anonymised version of your personal data for future analysis, as per the GDPR exemption on retaining personal data used for scientific, or historical research purposes in accordance with Article 89(1).

We will retain your contact details after each year of the study, unless you request that they are removed. This will allow us to invite you to take part in the subsequent waves of the study. If the study continues beyond the initially planned five years, we will ask you at the end of the Wave 5 survey if you are happy to be recontacted the following year. In addition, from the second wave of the survey we may use your contact details to contact you about related follow up research – this will be within 12 months of you agreeing to recontact for this purpose. If you do not agree to this, you will not be contacted for follow up research.

Your data protection rights

Participation in this research is voluntary. By taking part in the survey you will be consenting to your anonymized responses to be linked with data the DfE already holds, or which it is lawfully permitted access, as set out in the 'How we will use your information' section above.

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, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please 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 you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

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

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 09/12/2021.

Contact Information

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter Working Lives of Teachers survey as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.