

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

This document relates to the transfer and storage of teachers and leaders contact information, to be transferred between schools in England and IFF Research. The purpose of collecting this information is for IFF Research to invite teachers and school leaders to participate in the Department for Education's 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.

**IOE, UCL's Faculty of Education and Society:** UCL IOE 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](#)
- [UCL IOE](#)

IFF Research and UCL IOE are conducting this longitudinal survey on behalf of the Department for Education (DfE). For the purpose of data protection legislation, DfE is the data controller for the personal data processed as part of this project and IFF and UCL 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 UCL IOE. 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 UCL IOE
- **Data Subjects:** Schools and their employees

## Data transfer

IFF Research will contact each school who employ a teacher or leader selected to take part in the survey and ask them to provide contact information, as set out below, for its teachers and leaders who have not previously completed the survey. This information should be provided electronically, using a specially designed portal on IFF's HTTPS server. Alternatively, contact information can be provided via a telephone call with one of IFF Research's interviewing team.

IFF Research will issue a survey to the selected teachers and leaders using the contact details provided; either by emailing a survey invitation or calling the individual to invite them to participate in the survey.

## 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 with 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 teachers and leaders.

In order to contact teachers and leaders to invite them to participate in the surveys, IFF Research will request a full list of contact details for sampled teachers and leaders who do not respond to the initial invitation letter and email, sent via their employer. The details requested will be:

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

IFF Research will provide each school with instructions to log into IFF's secure portal, where they will be able to provide the required information. The portal will show the teachers'/leaders' names, with a request to append the additional information to the relevant name.

Using the information provided above, invitations will be sent to teachers and school leaders asking them to take part in the annual survey. These invites will be sent to the email addresses provided. Where an email address is not provided, IFF will invite the individual to participate by telephone.

Recruitment to take part in the qualitative interviews will be conducted by telephone among those teachers and leaders 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 (teacher and leader 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 teachers and leaders from each school.

## 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 processing 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, schools 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 year 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 DfE handles personal information is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under UK data protection law, participants have the right to request a copy of their data, change their data, or withdraw from the research at any time. Anyone who wishes to do this can contact a member of the IFF Research team via email at [Workinglivesofteachersandleaders@IFFResearch.com](mailto:Workinglivesofteachersandleaders@IFFResearch.com).

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 school and 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 18/01/2023.