

## Data Sharing Information for Schools: 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 the 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:** Teachers and leaders

**What data will be collected and why?** For teachers and leaders who have not previously completed the survey, or where contact could not be made through existing contact details held for an individual, IFF Research will contact schools to ask them to provide contact information. This information can 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.

Upon contacting the school to obtain this information, IFF Research will ask for:

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

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 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 the data be stored securely?

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.

IFF's 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.

### **When and how will data be shared with DfE?**

The contact details of teachers and leaders shared with IFF Research as set out under this notice will not be shared with the Department for Education for the duration of the initial study. It will be used solely by IFF Research for the process of issuing survey invitations to teachers and leaders from each school. Once the DfE's contract with IFF Research ends, contact details will be securely transferred to the DfE. The DfE or an agent on their behalf, will ask the individual if they are happy to be recontacted to take part in the survey.

For more information about how data is securely transferred to DfE, please see the [privacy notice for the survey](#).

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

In order for our use of teachers and leaders 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
- Sections 64-71 of Part 5, Chapter 5 of DEA to share non-identifiable data for research purposes to accredited researchers. 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.

For information around the retention of personal data, and data protection rights, please see the [privacy notice here](#).

### **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 document periodically, so we recommend that you revisit this information from time to time. This version was last updated on 14/02/2024.