

How the University of Nottingham processes your personal data

The University of Nottingham, University Park, Nottingham, NG7 2RD (0115 951 5151), is committed to protecting your personal data and informing you of your rights in relation to that data.

The University of Nottingham is registered as a Data Controller under the Data Protection Act 2018 (registration No. Z5654762). One of our responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. The University will process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) and this privacy notice is issued in accordance with the GDPR Articles 13 and 14.

We may update our Privacy Notices at any time. The current version of all our Privacy Notices can be found at <https://www.nottingham.ac.uk/utilities/privacy.aspx> and we encourage you to check back regularly to review any changes.

The Data Protection Officer

The University has appointed a Data Protection Officer. Their postal address is:

Mrs Tracy Landon
Associate Director of Information Compliance & Data Protection Officer,
B16, Lenton Hurst,
University of Nottingham,
University Park,
Nottingham
NG7 2RD

They can be emailed at dpo@nottingham.ac.uk.

Your personal data and its processing

We define personal data as information relating to a live, identifiable individual. It can also include "special categories of data", which is information about your racial or ethnic origin, religious or other beliefs, and physical or mental health, the processing of which is subject to strict requirements. Similarly, information about criminal convictions and offences is also subject to strict requirements. "Processing" means any operation which we carry out using your personal data e.g. obtaining, storing, transferring, and deleting.

What information do we hold?

We hold a range of personal data about you, which we have received from third parties. This includes your name, sex (as recorded at birth), date of birth, place of study, unique pupil number and ethnic origin.

How do we use it and why?

The Observatory for Mathematical Education, which is hosted by the School of Education at the University of Nottingham, processes your personal data to carry out a research study into the effectiveness of Maths Schools and their outreach and enrichment programmes. Data regarding your participation in the maths school programmes will be linked to pseudonymised personal data held under licence from the Department for Education, Department for Work and Pensions, His Majesty's Revenue and Customs, Education and Skills Funding Agency,

the Higher Education Statistics Agency, Scottish Government, Welsh Government, the Northern Ireland Executive, and the Centre for Longitudinal Studies, University College London.

The purpose of processing this data is to investigate statistical trends in achievement, progress and attitudes in mathematics education, as well as long-term outcomes for those under study. The legal basis for processing under the 2018 Data Protection Act is Article 6(1)(e) of UK GDPR, that processing shall be lawful if:

...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 applies as the University of Nottingham has been established by Royal Charter for the purposes of conducting research in the public benefit. The data licences will also include "special categories of data", which is any information about your racial or ethnic origin, religious or other beliefs, physical or mental health, the processing of which is subject to strict requirements.

The purpose of processing this data is to investigate differences in achievement, progress and attitudes in mathematics education, and the long-term impacts for different ethnic groups, those with special educational needs or disabilities, or those who have been looked after/in care at any point in their educations. The legal basis for processing under the 2018 Data Protection Act is Article 9(2)(j) of UK GDPR, that processing shall be lawful if:

...processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes...

We only process data for specified purposes and if it is justified in accordance with data protection law.

What information do we get from third parties?

We will receive information regarding your participation in maths school programmes from the relevant maths school. We will receive administrative data from the Department for Education, Education and Skills Funding Agency and Higher Education Statistics Agency as appropriate. This will be accessed securely through the Office for National Statistics Secure Research Service/Integrated Data Service and will undergo statistical disclosure control to ensure no participant is identifiable in any published outputs.

Who do we share it with?

To facilitate the research, we share your participation in the maths school programme with the Department for Education (and partners discussed above) for the purposes of statistical analysis of administrative data.

Where will your data be processed?

Participation in maths school programme data will be processed at the Observatory for Mathematical Education, hosted by the School of Education at the University of Nottingham. Administrative data is accessed only through the Office for National Statistics Secure Research Service/Integrated Data Service or the Economic and Social Research Council's UK Data Archive Secure Lab. These organisations act as third-party data processors for the data owners listed in this document and provide monitored secure access to the pseudonymised data, as well as statistical disclosure control review for statistical outputs to ensure anonymity is fully maintained.

How long we keep your data for

The University will only keep your personal data for as long as necessary to fulfil the purposes for which we collected it. Data relating to your participation in the maths school programme will be collected by the Observatory for Mathematical Education and for the purpose of research, this data will be shared with the Department for Education and will be linked to administrative data, and, in an anonymised form, with other research teams, with the Nottingham Research Data Management Repository, and potentially archived to the UK Data Archive in an anonymised form to support future research. Further matching to administrative data may take place during subsequent research. Data will be treated with the strictest confidence. The University of Nottingham will retain and preserve research data in line with Department for Education requirement for a minimum of 7 years, but data will be retained for longer periods of time where it is of continual value to research. Data will be securely stored in a password-protected database which is accessible to authorised persons only. Within the analysis, pseudonymisation will be used in line with the GDPR. We will not use a pupil name, parent/legal guardian name, staff name or the name of the school in any report arising from the research.

Your rights as a data subject

You have a number of rights under UK GDPR. Further information about these rights and how to invoke them can be found on our website here:

<https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Where can I get more information?

If you have any questions about this privacy notice or how your data is processed, please contact the data protection team: dpo@nottingham.ac.uk. This privacy notice is reviewed regularly, and we will alert you to any changes we might make.