

## Privacy Notice for Parents/Carers

### Evaluation of the Primary Science Quality Mark

#### Summary of this privacy notice about our collection, storage and use of your child's personal data

Personal data means any information about an individual from which that individual can be identified such as a name or someone's date of birth.

As part of the evaluation, your child will complete a science assessment and a questionnaire on their attitudes to science: the science outcome data.

- The project is an evaluation of a science professional development programme for school staff called the Primary Science Quality Mark (PSQM).
- We will collect personal data about your child together with Key Stage 1 teacher assessment data at the start of the project.
- We will link this to your child's science outcome data collected in the Summer term 2025/26.
- We will not share your child's science outcome data with your child's school.
- Your child's data will be used to evaluate the impact of PSQM on pupil outcomes in science attainment and science engagement.
- The data we collect about your child (e.g., teacher assessment data) and from your child (e.g., science outcome data) will be transferred and stored securely.
- We will not use your child's name or the name of the school in any report arising from the research.
- At the end of the project, your child's science outcome data will be held indefinitely in the EEF archive, with a unique code and no other personal data.
- The legal basis for processing your child's data in the way summarised above is that it is in the public's interest to conduct research on the effectiveness of PSQM.

For more details about the summary presented above, please continue reading this privacy notice.

#### About the project

Your child's school has been selected to participate in a research project. The project is an evaluation of a science professional development programme for school staff called the Primary Science Quality Mark (PSQM). The programme is led by the University of Hertfordshire. The evaluation is being conducted by Manchester Metropolitan University (Manchester Met). It is being funded by the Education Endowment Foundation. The information sheet you have received outlines further details about the project.

The organisations conducting the evaluation of PSQM take privacy very seriously and, in light of the UK General Data Protection Regulations (GDPR) and Data Protection Act 2018, this document sets out how we will collect personal data (for example, name or date of birth) about and from your child, and how we will use and look after this.

Unless you or your child chooses to withdraw from the project, the Evaluation team will collect, use, and store personal data for each child in the project. Your child's data will be treated with the strictest confidence and shared and stored securely, as outlined below. We will not use your child's name or the name of the school in any report arising from the research.

The study has received full ethical approval from Manchester Metropolitan University.

### **Details of parties who have access to the data and their roles**

Evaluation team: **Manchester Metropolitan University (Manchester Met)** is responsible for conducting an independent evaluation of PSQM using data and personal data collected by the Data Collection Team, the Delivery Team and the Evaluation Team. The team is led by Dr Will Cook, Professor Cathy Lewin and Dr Zoe Crompton. **Manchester Met** is an independent Data Controller (i.e. owner) in respect of any personal data of pupils which they process for the purposes of the project.

Data Collection team: **FFT Education (FFT)** and **AlphaPlus** will collect data and personal data from participating schools on behalf of Manchester Met. **FFT** and **AlphaPlus** will not own the personal data and are acting on behalf of **Manchester Met**. **FFT** will collect data about your child at the start of the trial, and **AlphaPlus** will collect test data at the end of the trial.

The University of Hertfordshire will not be collecting any data about your child.

Funders: The evaluation of PSQM is funded by the **Education Endowment Foundation (EEF)**. The EEF is an independent charity dedicated to raising the attainment of 3-18 year-olds, particularly those facing disadvantage; develop their essential life skills; and prepare young people for the world of work and further study. **EEF** becomes Data Controller (i.e., owner) for your child's personal data and their assessment data at the end of the project once the Evaluation Team submit this to the EEF Archive Manager.

### **Why are we collecting data from your child?**

The aim of this project is to evaluate the impact of PSQM on pupil outcomes in science attainment and science engagement. To do so, we need to collect data from your child on science attainment and science engagement. We collect this data so that we can then compare the results between those who take part and those who do not take part.

By participating in the evaluation, schools will contribute to furthering our knowledge of how best to support science subject leaders to improve pupil outcomes in science.

## **What personal data will we collect, how and by whom?**

Personal data will be collected about your child by the Data Collection teams and the Evaluation team.

At the beginning of the evaluation, FFT will collect the following details about your child from your child's school via a secure transfer site: First name, Surname, Unique Pupil Number (UPN), Date of birth, Gender, Class or form, whether or not your child has ever been eligible for Free School Meals, Key Stage 1 teacher assessments for reading, writing and mathematics. This will be shared with the Evaluation Team via a secure transfer site. If we are unable to collect the Key Stage 1 teacher assessment data directly from the majority of participating schools, then we will collect it from the National Pupil Database.

During the evaluation, a small number of pupils from 6 schools implementing the programme will be interviewed on two occasions by members of the Evaluation team (2024/25, 2025/26). The interviews will be audio-recorded and transcribed. Parents of these children will be provided with information sheets and asked to provide their consent. The children will be asked to provide their assent. Consent forms will include First name and Surname. This is required to provide evidence of consent to participate in this part of the project. The Evaluation team will also record field notes from a small sample of observed science lessons in 6 schools in 2024/25 and 2025/26.

At the end of the evaluation when your child is in Year 5 (Summer term, 2026), AlphaPlus will ask your child, together with the other children in the class, to complete a science assessment (45 minutes) and a questionnaire on your child's attitudes to science (15 minutes). This will be shared with the Evaluation Team via a secure transfer site.

## **What will personal data be used for?**

The Key Stage 1 teacher assessment data and science outcome data for all the pupils involved will be used to see if the programme has a positive impact on pupil outcomes. We need personal data, such as their name and date of birth, to match your child's Key Stage 1 teacher assessment data with their science outcome data. At the end of the evaluation, we will be able to say if the programme improves pupils' science attainment and science engagement.

The interview data will be used to find out more about children's science engagement, whether pupils have noticed any differences in science education at their school and if so, how they feel about it. This will help us to understand and explain what differences (if any) the programme makes.

Manchester Met may publish articles in academic journals once the main report has been published, or report findings at academic or teacher-focussed events. All participants and schools will be fully anonymised in any reporting (that is your child will not be identifiable in the project reports or any articles that are published).

## How will personal data be stored and shared?

The Evaluation team will ensure that your child's data is held securely.

Any information identifying pupils collected via interviews or observations from case study schools will be given a unique code for each participant immediately after collection and prior to analysis to reduce risk.

No personal data for this project will be stored or transferred outside of the UK or EEA.

Data collected as part of all EEF evaluations are archived for research purposes. At the end of the evaluation, MMU will submit personal data, science assessment and science attitude data to the EEF data archive, managed by FFT Education. FFT Education will substitute your child's personal data with a unique code, which contains no personal information but can be used to link your child's data to datasets such as the National Pupil Database for further research. It will then be archived in the Secure Research Service at the Office for National Statistics. The archived data will be open to other research teams for further analysis, subject to approval by the Department for Education and the EEF. For further information, see the EEF's archive privacy notice [here](#).

## Legal basis for processing

The data processing is necessary for the parties to undertake research into the effectiveness of PSQM with a focus on its impact on pupils in Year 5 (as of September 2025). This project is **in the public's interest** as the results will help assess the impact of PSQM on pupils' science achievement and science attitudes.

Specifically, Manchester Met relies on the below processing conditions under the GDPR in order to process personal data (data which identifies someone such as name or date of birth) under this agreement;

- Personal data: The processing is necessary for the performance of a public task (namely the performance of the University's research functions) (article 6(1)(e));

EEF relies on the below processing condition to process personal data under this agreement

- Personal data: The processing is necessary for purposes of legitimate interests (article 6(1)(f));

We will not collect any special category (sensitive) personal information about your child.

Data collected will not be used for any automated decision making or profiling.

## Retention period for the data

Personal data will be used throughout the duration of the project, including the analysis and main reporting phase which will end by July 2027. After submitting your child's data to the EEF

data archive at the end of the project, the Evaluation team will destroy all personal data they hold by July 31<sup>st</sup> 2027. Your child's science outcome data in the EEF archive will be held indefinitely. **It will always be possible to link this data to your child's record in the National Pupil Database.**

For the purpose of research, pupil interview and field notes data will be anonymised, retained and stored securely by Manchester Met for 10 years (until July 31<sup>st</sup> 2037). All personal data about pupils held by Manchester Met in relation to interviews and observations will be destroyed by July 31<sup>st</sup> 2027.

### **Withdrawing your child from the evaluation and subject's rights under GDPR**

If you do not want your child to take part in this project, you can sign the withdrawal letter. You can also notify your child's school at any time during the research project if you no longer want your child to participate in the evaluation. Please be aware that withdrawing from the study will not affect the lawfulness of any processing we conducted prior to your child's withdrawal. If your child withdraws from the study after the study has commenced, you can request that any data collected prior to this point will be destroyed. Requests to delete your child's data made after August 31<sup>st</sup> 2026 may not be possible, but will always be considered.

The GDPR provides data subjects with the following data subject rights:

- The right to be informed – this privacy notice assists with fulfilling these obligations;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to object.

Please note, that these rights apply in certain circumstances, for example according to the lawful basis utilised by the Controllers. The right of access to personal information held about you exists in order to be aware of, and verify, the lawfulness of the processing. Please use the contact information below to exercise these rights.

### **Contacting us**

For questions or concerns about this Privacy Notice, or our use of your child's personal information, please contact Professor Cathy Lewin at Manchester Met in the first instance. Please contact her at [c.lewin@mmu.ac.uk](mailto:c.lewin@mmu.ac.uk), or telephone 0161 247 5191, or in writing to: Faculty of Health and Education, Manchester Metropolitan University, Brooks Building, 53 Bonsall Street, Manchester, M15 6GX.

You may also contact the Education Endowment Foundation with any questions about the EEF Archive at [info@eefoundation.org.uk](mailto:info@eefoundation.org.uk), or telephone 0204 536 3999, or in writing to: Education Endowment Foundation, 5<sup>th</sup> Floor, Millbank Tower, 21-14 Millbank, London, SW1P 4QP.

Manchester Met's Data Protection Officer can be contacted at [dataprotection@mmu.ac.uk](mailto:dataprotection@mmu.ac.uk), or telephone 0161 247 3884 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH.

### **Right to lodge a complaint with the supervisory authority**

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority in respect of the processing of your personal data. We would encourage you to expend our internal complaints procedure through our initial contact and the University Data Protection Officer, prior to contacting the ICO. Please contact: [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone: 0303 123 1113. For any further contact information please see: <https://ico.org.uk/global/contact-us/>.

### **Updates to this privacy notice**

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.