



## **GRAMMAR TEACHING RESEARCH PROJECT: PRIVACY NOTICE**

### **1. Introduction**

Your child's school is taking part in a research project with UCL Institute of Education to evaluate UCL English Department's grammar teaching programme and whether it improves children's writing. We are getting in touch to provide you with details about the way we will be handling pupils' data as part of this project. Your child will also receive a privacy notice that explains these issues to them.

UCL Institute of Education ("we" "us", or "our") respects your child's privacy and is committed to protecting their personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your and your child's rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider [UCL privacy notice](#).

We keep this Privacy Notice under regular review. It was last updated on 10 September 2019.

### **2. About us**

UCL Institute of Education is part of University College London (**UCL**).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your child's personal data is processed. This means that UCL is the 'controller' of your child's personal data for the purposes of data protection law.

### **3. Personal data that we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about your child. This may include:

- Their name and Unique Pupil Number (UPN) identifier;
- Demographic characteristics about your child held by their school;

- Writing samples from your child.

#### **4. How we use your child's personal data**

We will only use your child's personal data when the law allows us to. For this project, we will use your child's personal data in the following circumstances:

- **For the purpose of understanding how participating in this project has affected their writing and learning more generally.**

We may also use anonymised data, meaning data from which your child cannot be identified, for the purposes of:

- Education and further research.

Anonymised data may also be used in published reports or journals and at conferences.

#### **5. Who we share your child's personal data with**

Your child's personal data will be collected and processed primarily by our staff and UCL (Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at UCL). We may have to share your child's personal data with the parties set out below for the purposes outlined in section 4:

- **Department for Education (part of the UK Government)**

We require all third parties to respect the security of your child's personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your child's personal data for their own purposes – we only permit them to process your child's personal data for specified purposes and in accordance with our instructions.

#### **6. Lawful basis for processing**

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

- **Public task.** The processing of your child's personal data may be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

#### **7. International transfers**

We do not transfer your child's personal data outside the European Economic Area (**EEA**).

#### **8. Information security**

We have put in place appropriate security measures to prevent your child's personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **9. Data retention**

We will only retain your child's personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your child's personal data according to the [Records Retention Schedule](#).

## **10. Your rights**

Under certain circumstances, you may have the following rights under data protection legislation in relation to your child's personal data:

- Right to request access to your child's personal data;
- Right to request correction of your child's personal data;
- Right to request erasure of your child's personal data;
- Right to object to processing of your child's personal data;
- Right to request restriction of the processing your child's personal data;
- Right to request the transfer of your child's personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

## **Contacting us**

You can contact the project team by emailing [grammar-project@ucl.ac.uk](mailto:grammar-project@ucl.ac.uk) or UCL by telephoning +44 (0)20 7679 2000 or by writing to: IOE Englicious Grammar Project Team, UCL Institute of Education, 20 Bedford Way, London WC1H 0AL.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection & Freedom of Information Officer  
[data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

## **11. Complaints**

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).