

## **PACT-3 - Parent/Carer Privacy Notice**

### **Introduction**

The University of Manchester and Durham University (the Universities) perform a valuable role in the Parents and Children Together 3 (PACT-3) Research Project. In order to carry out the project, the Universities process personal data. Data protection legislation means that we must provide individuals with information about how we process personal data. This information is provided in this privacy notice. There are two parts – a general part and a part specific to the PACT-3 project. Please read the privacy information below.

### **PART 1 – GENERAL PRIVACY NOTICE**

#### **Data Controller**

The Data Controllers for this research project are The University of Manchester and Durham University.

The Information Governance Unit makes sure the University follows Data Protection legislation. If you have any concerns or would like more information about how your personal data is being processed, please see the University of Manchester's [Information Governance webpages](#) or contact:

Information Governance Unit, University of Manchester  
Telephone: 0161 275 7789  
E-mail: [information.governance@manchester.ac.uk](mailto:information.governance@manchester.ac.uk)

#### **Data Protection Officer**

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer:

Alex Daybank, Data Protection Officer  
E-mail: [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk)  
Address:  
The Data Protection Officer  
Information Governance Office  
Christie Building  
University of Manchester  
Oxford Road  
Manchester M13 9PL

#### **Retention**

The Universities keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the University Records Retention Schedules.

#### **Your rights in relation to your personal data**

#### **Privacy notices and/or consent**

You have the right to be given information about how and why we process your personal data. This information can be found in our privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data

### **Accessing your personal data**

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the University of Manchester's [Subject Access Requests webpage](#).

### **Right to rectification**

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

### **Right to erasure**

You can ask us to erase your personal data in the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

### **Right to restriction of processing**

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine this
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

### **Making a complaint**

If you are unhappy with the way in which we process your personal data, please let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction,

you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Website: [Information Commissioner's Office](#)

## **PART 2 – TAILORED PRIVACY NOTICE**

This section details the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

### **Type(s) of personal data collected and held by the Universities and method of collection:**

The School of Health Sciences in the University of Manchester will collect your child's name, date of birth, sex, details of the languages spoken at home, and nursery attendance patterns, along with your name, mobile phone number, email address and home address and postcode from the participation agreement form that you complete when you agree to take part in the PACT-3 Research project. Both universities will store this together with the name of the school that your child attends.

If you agreed in the participation agreement, we would collect information about your child from your child's nursery. This information includes details about your child (including date of birth, sex, nursery attendance data, Eligibility for Early Years Pupil Premium (EYPP), Unique Pupil Number (UPN) and the school your child will be attending in September 2022. We may contact you to confirm some of this information.

If you agree to take part in the PACT-3 project, we will assess your child's language and communication skills at the beginning of the project (September 2021), at the end of nursery year (June/July 2022) and again at the end of Reception (May/June 2023). At all three time points we will assess your child's language and communication skills using the LanguageScreen assessment which is administered to your child by a member of staff in your child's school using the LanguageScreen app. The data from this app is uploaded to OxEd, the external company which manages the app, and they will provide your data to the Durham and Manchester University research teams securely. OxEd will use the data collected using the LanguageScreen app to improve their assessment and for further research into language development; you can opt-out of OxEd processing your data for this purpose by contacting the PACT project team. Further information about LanguageScreen can be found on the website ([LanguageScreen.com](http://LanguageScreen.com)).

At the end of nursery and at the end of Reception language assessments will also be completed face-to-face by researchers authorised by the University of Manchester. This data will include: the Clinical Evaluation of Language Fundamentals (CELF) assessment, The British Picture Vocabulary Scale, The Action Picture Test, and the York Assessment for Reading Comprehension Assessment. If you agreed in the participation agreement, these assessments will be audio recorded in order to assess the quality of the assessment delivery.

At the end of nursery, we will also ask your child's nursery teacher or key worker to complete a measure of your child's school readiness called BESSI.

As part of the evaluation, Durham University will ask parents/carers to complete a survey at the beginning of the project (September 2021), and again in June 2022. These surveys will include the Home Learning Environment questionnaire, and questions about the activities you do at home with your child.

If you are part of the PACT group, the University of Manchester will collect details of your attendance at training as well as asking you to complete PACT record forms/mobile app to show which activities you have completed each day for the PACT Programme.

Some parents will also be asked to carry out two telephone interviews with a member of the Durham University research team. These interviews will be audio recorded with your permission.

### **Lawful Basis**

The lawful basis for processing the data is public task.

### **How personal data is stored:**

All hard copies of PACT data will be stored in a locked cabinet in the project office at the School of Health Sciences at The University of Manchester and the School of Education at Durham University. This information will also be stored electronically on encrypted servers and electronic devices authorised by The University of Manchester and Durham University; including survey software or transcription services approved by Durham University. Audio recordings will be made using an audio recorder or secure computer software. The files will be transferred from any standalone recorder as soon as possible after recording to be stored electronically and the original file deleted.

### **How personal data is processed:**

The University of Manchester and Durham University will use this information as part of the PACT-3 research project, funded by the Education Endowment Foundation (EEF).

The purpose of storing your personal contact information (name, phone number, email address, home address) is for the research team to be able to get in touch with you about the project. We may also use your postcode for research purposes investigating the effects of socio-economic status.

The participation agreement forms will be stored in order to show that you agreed to participate in the project.

The purpose of your child's nursery attendance pattern information is to support the scheduling of assessments.

Audio recordings of your child's assessments will be used to assess the quality of the delivery of the assessments.

All information provided about your child, as detailed in the previous section, will be analysed together with data from other children in the project to investigate the effect of the PACT programme and children's language development. The analysis will be used to write an end of project evaluation report and other academic publications. No individual child, parent/carer or nursery will be identified in any report or publication.

If you agree in the Participation Agreement Form, your child's information will be linked with the National Pupil Database (NPD) (held by the Department for Education) and shared with EEF, and their data contractor (FFT Education) for longitudinal analysis, quality assurance and analytical developments. After the project, your child's data will be stored in the EEF's data archive (managed by FFT Education and ONS) and may be linked to other datasets after archiving. Anonymous data may be shared with other research teams after archiving for further research.

Your survey responses and the information collected from record form/app and interviews will be linked to the other information about your child (see above) and analysed along with the responses of other parents/carers. Your responses to the Home Learning Environment questions within each of the parent surveys will be included in the information shared with EEF and their data contractor (FFT Education) as described above. Other identifiable survey information will not be shared beyond the Durham University and University of Manchester teams.

Interviews will be audio recorded and then transcribed; this may be done by an external agency who will be required to adhere to the data protection requirements of Durham University. The transcriptions will then be analysed. The analysis from the surveys and interviews will be used to write the end of project evaluation report and any publications; however, no individual child, parent or nursery will be identified in any report or publication.

#### **How personal data is shared:**

The School of Health Sciences at Manchester University shares personal data with the School of Education at Durham University, where the evaluation team and project statisticians are based. This is necessary in order to conduct the project's data analyses and write the research report.

Survey and interview data will be collected only by Durham University and no personal identifiable data will be shared with The University of Manchester for these aspects (with the exception of the Home Learning Environment survey questions). The School of Education at Durham University shares personal data with EEF and FFT Education (as described above) for linking to the National Pupil Database for long term follow up of a child's progress, for quality assurance and for analytic developments. Audio recordings of interviews may be shared with external transcription services approved by Durham University for conversion of audio data to text. No sensitive personal information will be shared outside of Durham University or its approved contractors. Durham University will share your child's details (Name, School, Date of Birth, Sex, UPN with OxEd for the administration of the LanguageScreen assessment (as described above).

#### **How long personal data is held:**

The personal information we hold about you and your child will be destroyed within 5 years of the end of the project by April 2029.

#### **How to object to School of Health Sciences at The University of Manchester processing your personal data:**

Please get in touch by email ([Kelly.Burgoyne@manchester.ac.uk](mailto:Kelly.Burgoyne@manchester.ac.uk) or [Stephanie.Hargreaves@manchester.ac.uk](mailto:Stephanie.Hargreaves@manchester.ac.uk)) or call 0161 275 7208.

The University of Manchester will share this information with the Durham University Information Governance Team in the event of a query or objection raised.

#### **Further information:**

If you have questions or concerns about how your data will be used for the PACT-3 Research Project, please get in touch by email ([Kelly.Burgoyne@manchester.ac.uk](mailto:Kelly.Burgoyne@manchester.ac.uk) or [Stephanie.Hargreaves@manchester.ac.uk](mailto:Stephanie.Hargreaves@manchester.ac.uk)) or call 0161 275 7208.