

Parent Privacy Notice

Introduction

The University of Manchester and Durham University (the Universities) perform a valuable role in the Parents and Children Together (PACT) 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 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

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
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 and sex, along with your name, mobile phone number, email address and home address from the participation agreement form that you will be asked to sign to participate in the PACT Research project. Both universities will store this together with the name of the nursery that your child attends.

If you agreed in the participation agreement, we will collect information about your child from your child's nursery. This information includes demographic information, nursery attendance data, Eligibility for Early Years Pupil Premium (EYPP) and the school your child will be attending in September 2020. We may contact you to confirm some of this information.

If you agreed in the participation agreement, we will assess your child's language and communication skills at the beginning of the project (September 2019), and at the end of Reception (**June – July 2021**). At the beginning of the project assessments will be completed face-to-face by researchers authorised by the University of Manchester and will include: : the Clinical Evaluation of Language Fundamentals (CELF) assessment, The British Picture Vocabulary Scale, The Action Picture Test, a Listening Comprehension 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. **Due to Covid-19 it is not possible for researchers to conduct face-to-face assessments in schools. We will therefore 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 via their secure LanguageScreen webpage. 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).**

We will also ask your child's reception teacher or key worker to complete a measure of your child's school readiness called BESSI. This will be collected from the school your child attends in **June – July 2021**.

As part of the evaluation, Durham University will ask parents/carers to complete a survey at the beginning of the project (September 2019), part way through the project (June/July 2020) and a follow-up survey in November 2020. These surveys will include the Home Learning Environment questionnaire, and questions about the activities you do at home with your child. You may also be asked to complete PACT record forms/mobile application 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. The information collected from the surveys, record form/app and interviews will be used to learn more about PACT, feed into an evaluation report for the EEF and write academic papers. Please note that no individual child, parent, or school will be identified in any publication.

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 research project, funded by the Education Endowment Foundation (EEF).

The purpose of 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.

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 information is to understand if children have been unable to complete parts of the PACT research project due to periods of sickness or absence.

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 or nursery will be identified in any report or publication.

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 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 9 Home Learning Environment questions within each of the 3 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.

Your interview 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.

The School of Health Sciences at Manchester University shares personal data with:

Personal data will be shared 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.

The School of Education at Durham University shares personal data with the Department for Education, 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

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 2027.

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 or 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 Research Project, please get in touch by email (Kelly.Burgoyne@manchester.ac.uk or Stephanie.Hargreaves@manchester.ac.uk) or call 0161 275 7208.