

# Privacy notice

## Talking Time subsidised programme and preparation study

### Introduction

Your early years setting is participating in a subsidised programme called 'Talking Time'. Talking Time includes activities and games designed to develop children's speaking and listening skills. The Talking Time programme is delivered by the University of Oxford and the UCL Institute of Education.

The subsidised delivery of the programme is being funded by the Liverpool City Region and Beyond Stronger Practice Hub and A Brighter Start Early Years Stronger Practice Hub. As part of the [Department for Education's Early Years Recovery Programme](#), Stronger Practice Hubs are working to fund Early Years settings' access to evidence-informed programmes to support education recovery following the pandemic.

Early years settings taking part in the Talking Time subsidised programme are also being invited to take part in an evaluation study, which will be conducted by the National Institute of Economic and Social Research (NIESR) with funding from the Education Endowment Foundation (EEF). The aim of this study is to explore how best to collect data about the impact of Talking Time from settings and to explore how the programme is delivered in private, voluntary and independent early years settings, in preparation for a larger-scale evaluation of Talking Time which will be taking place next academic year.

As part of the programme, early years settings will share your name and contact details with the Research Team. This privacy notice sets out how the University of Oxford, UCL Institute of Education and NIESR (the 'Research Team') will collect and use your personal data.

Once your setting has shared your personal data with the Research Team, each member of the Research Team will become a separate data controller of this personal data to perform the roles set out above.

Your data will be treated with the strictest confidence and processed in accordance with the GDPR and the Data Protection Act 2018. We will not use your name or the name of the school in any report arising from the research.

If you have any questions about this privacy notice, including any requests to exercise your legal rights in relation to your personal data, please contact NIESR in the first instance.

### **NIESR**

NIESR, 2 Dean Trench Street, Smith Square, London, SW1P 3HE

**Email:** [TalkingTime@niesr.ac.uk](mailto:TalkingTime@niesr.ac.uk)

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact NIESR in the first instance.

We promise to respect any of your personal information which is under our control and to keep it safe. We aim to be clear when we collect your information about what we will do with it and let you know of any material changes to this notice.

The Research Team deals with and shares your personal data pursuant to a data sharing agreement between the Research Team members. The agreement sets out the purposes for which we may process and share your personal data and our agreement to cooperate to protect your personal data and deal with any requests you may have.

### What kind of information do we collect?

You and/or your setting will share the following information with the Research Team, who may share it between the members of the Research Team as necessary for them to fulfil their roles:

- Your name
- Setting name
- Workplace contact details
- Details relevant to your role and participation in Talking Time, for example:
  - The qualifications you have obtained to work in an early years' setting
  - The number of years you have been working in early years' settings in total
  - The number of years you have been working in your current early years' setting
- Your attendance at the professional development sessions
- ≠ Your implementation of the Talking Time programme and your feedback on the Talking Time programme

If your setting has opted into the evaluation activities, NIESR will match the information listed above to data on child outcomes. This will include data from assessments carried out as part of the project. These are standard assessments of language skills. These assessments will be administered by a team from Qa Research. These assessments will enable the research team to identify whether the Talking Time programme has an impact on the oral language skills of young children.

You will be asked to make three separate video recordings leading a Talking Time group activity as part of the video mentoring element of the programme. The video recordings will only be shared with the team at the University of Oxford. The recordings will also be used to understand how staff deliver Talking Time and if practice changes during the programme.

The setting will share the following information with the University of Oxford team:

- Video recordings of Talking Time sessions as part of the mentoring and feedback to practitioners that forms part of the programme.
- Implementation records, including weekly records of Talking Time sessions attendance.

## What do we do with the information we collect?

Each organisation will use the data for different purposes:

### University of Oxford and UCL Institute of Education

- To run the programme in early years settings and understand how it is implemented
- To act as the main point of contact for settings
- To assess the impact of the programme on practice in early years settings, exploring whether the programme has an impact on the way in which practitioners speak to children
- To contact settings when the evaluation report is published
- To contact settings with programme updates and future Talking Time events, if the setting indicated its consent in being contacted after the programme delivery

### NIESR

In the event your early years setting opts to participate in the evaluation study, **NIESR** will use the data:

- To contact settings about participating in interviews, and to conduct those interviews
- To instruct and liaise with Qa, the independent test administrators and to oversee the collection of data on children's outcomes
- To test the delivery of the Talking Time programme, particularly in private, voluntary and independent early years settings.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

The University of Oxford, as an independent data controller, will share information with NIESR for the purposes of programme evaluation. Further matching to NPD and other administrative data may take place during subsequent research. Your data will be treated with the strictest confidence and in line with the GDPR and the Data Protection Act 2018.

## What is the lawful basis for processing your personal data?

We will only use your personal data where we have a lawful basis for doing so.

- NIESR's legal basis for processing personal data is 'legitimate interest'. The evaluation of Talking Time fulfils one of NIESR's core business purposes (undertaking research, evaluation and information activities) and is therefore in our legitimate interest, that processing personal information is necessary for the

conduct of the evaluation. Our condition for processing special category personal data is that this is necessary for scientific research purposes and is in the public interest.

- The University of Oxford and UCL Institute of Education's lawful basis for processing data is 'public interest task.'

## Who else has access to your information?

The Research Team may disclose your information to third parties in connection with the purposes of processing your personal data set out in this notice. These third parties may include suppliers, research assistants, trusted academic partners and subcontractors who may process information on behalf of the Research Team to carry out such work as administering tests, undertaking interviews, transcribing interviews, and archiving data. They will also include the Talking Time mentors, who will process data for specified purposes including programme delivery and mentoring. In all cases, the Research Team will ensure that these third parties enter into appropriate data processing agreements with us and that they keep your personal data secure and confidential. Where your data is shared with third parties, we will seek to share the minimum amount necessary.

Contact details shared on the expression of interest form or Memorandum of Understanding may be shared with the funders of this project, to enable them to check if settings taking part in this project have also signed up for other programmes of support that they are funding. Stronger Practice Hubs may contact settings to let them know about support available through the Hub.

We may also disclose your personal information if required by law, or to protect or defend ourselves or others against illegal or harmful activities, or as part of a reorganisation or restructuring of our organisations.

## International Transfers

Your personal information will not be transferred outside of the EEA.

## Security

We take all reasonable steps to protect your personal information and follow procedures designed to minimise unauthorised access, alteration, loss, or disclosure of your information.

We have put in place 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.

## Data Retention

We ensure that your data is securely stored, using secure servers located within the UK. Paper copies of consent forms will always be kept in a locked filing cabinet at the Department of Education at the University of Oxford. We will only retain your 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. When it is no longer necessary to retain your personal data, it will be securely deleted.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

- ⊘ NIESR will delete any personal data six months after the completion of the project, that is, on publication of the final evaluation report.
- ⊘ The University of Oxford will keep video, implementation records, and copies of consent forms for three years following the publication of the final evaluation report. Thereafter, these data will be securely deleted.
- ⊘ The University of Oxford will delete staff contact details after the delivery of the programme, unless staff members consent for their details to be kept on record for the purpose of sharing the evaluation report, details of Talking Time events and programme updates.
- ⊘ Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

## Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data and that of your child, including rights:

- To request access to your personal data: this enables you to receive a copy of the personal data we hold about you and to check we are lawfully processing it
- To request correction of your personal data: this enables you to have any incomplete or inaccurate data we hold about you corrected.
- To request erasure of your personal data: this enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it
- To object to processing of your personal data: you can object where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.
- To request restriction of processing your personal data: This enables you to ask us to suspend the processing of your personal data.
- To request transfer of your personal data
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you wish to exercise any of the rights set out above in connection with this research project, please contact [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk)

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

### **Changes to this Notice**

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear by contacting settings and ensuring they provide you with an updated version of this Privacy Notice.

### **Company details for the Research Team and Funder**

- NIESR is a company listed by guarantee registered in England, and a registered charity.
  - Company Number: 341010
  - Charity registration number: 306083
  - Registered office: NESR, 2 Dean Trench Street, Smith Square, London SW1P 3HE
  - Email:
- The University of Oxford is a civil corporation. The University enjoys charitable status as one of the exempt charities listed in Schedule 3 to the Charities Act 2011
  - Registered office: University Offices, Wellington Square, Oxford, OX1 2JD
  - Email: [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk)
- The Education Endowment Foundation is a charity registered in England
  - Registered office: Millbank Tower, 21-24 Millbank, London SW1P 4QP
  - Charity registration number: 1142111
  - Company number: 07587909
  - Email: [info@eefoundation.org.uk](mailto:info@eefoundation.org.uk)