

## Digital teaching and learning review: Call for evidence privacy notice

The General Data Protection Regulation (GDPR) requires that clear and transparent information is provided to individuals about the use(s) that will be made of their personal information.

To fulfil this obligation, we are employing a layered approach to privacy notices where a short form overview is provided at the point at which personal data is collected, with a link then provided to a full detailed privacy notice.

### Short form summary privacy notice

Here is a short summary of how the personal information you submit will be held and used:

- If you consent to this, your personal information (specifically, your name, email address, organisation) will be used to get in contact with you for further information about your response and to create a case study for the review report.
- Your personal information will also be used to arrange interviews with you and your responses during these interviews will be used in the final report for the digital learning review.
- The Data Controller of the personal information you submit will be the Office for Students.
- The legal basis for processing your personal information is your consent which you have given to us.
- It will be stored on secure servers within the United Kingdom.
- If you consent to this, your response will be shared with Department for Education (DfE) as part of Sir Michael Barber's review of digital teaching and learning. The DfE will provide support in analysing the responses submitted as part of the call for evidence.
- Your name and contact details will be shared with the DfE, if you consent to this. The DfE will support us in contacting you for further information, if you have agreed to this.
- Your personal data will be retained for six months after the end of the call for evidence then securely disposed of.
- You have certain rights in relation to your personal information, which are set out at: <https://ico.org.uk/your-data-matters/>
- You may contact our Data Protection Officer ([dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)) with any queries or concerns you have about the use of your personal information.

You may also wish to read the full privacy notice, available below.

## **Full privacy notice**

### **1. Introduction**

The Office for Students ('OfS') is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act 2017. You can find more information about the OfS and the work that we do on our website:

[www.officeforstudents.org.uk/](http://www.officeforstudents.org.uk/).

The OfS is committed to protecting your personal information and being clear about what information we hold about you and how we use it. This privacy notice tells you what to expect when the OfS collects personal information submitted as part of the review into remote teaching and learning delivery.

The OfS is registered with the Information Commissioner's Office (ICO). Our registration number is ZA309955 and you can check our entry details on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>.

### **2. Data controller and Data Protection Officer**

The OfS is the 'data controller' of any personal information collected within scope of this privacy notice. Our location and contact details are below:

Office for Students

Nicholson House

Lime Kiln Close

Bristol

BS34 8SR

Tel: 0117 931 7317

Email: [dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)

Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. You can contact the DPO using the details above.

### **3. How we will use your information**

We can only use your personal information where we have a specific purpose or purposes for doing so.

This call for evidence is seeking a wide breadth of sector input and experience, to understand the challenges faced, and lessons learned from remote teaching and learning delivery since the start

of the coronavirus pandemic in March 2020. We are keen to gather case studies, views, and perspectives from across the sector to hear about what worked well, and what worked less well, to learn lessons about the potential and the limitations of this mode of delivery at scale.

We are therefore, looking for examples of the successes and challenges experienced to gather evidence to inform our recommendation. We are also looking for potential case studies to follow up and feature in the review's evaluation report.

We will use the responses to this call for evidence to inform the digital teaching and learning review recommendations; and identify possible case studies to be featured in the report.

Interviews have been carried out with higher education providers to gather further views and evidence. This privacy notice also explains how your personal data will be used to carry out these interviews.

The review will consider:

- the use of digital technology to delivery remote teaching and learning since the start of the pandemic and understand what has and has not worked
- how high-quality digital teaching and learning can be continued and delivered at scale in the future
- the opportunities that digital teaching and learning present for English higher education in the medium to longer-term, and
- the relationship between digital poverty and students' digital teaching and learning experience.

The review will conclude with a report in spring 2021, providing recommendations for government, higher education provider leaders, academics and students.

To achieve the above aims, the specific uses that will be made of your personal information are listed below:

- contact you to discuss area of interest in your response for the review, if you consent to this
- request a meeting to discuss your response further, if you consent to this
- request an interview for a case study, if you consent to this
- include your responses provided during interviews in the final report for the review.

If we want to use your personal information for a reason other than those purposes set out above, we will tell you before we start that use and provide further information about the new purpose(s).

#### **4. Legal basis for using your personal information**

Under data protection legislation, we require a legal basis to be able to process your personal information for the purposes set out above.

In this case, the legal basis is:

- consent provided by you, as the data subject, to process your information for the above purposes
- this is in accordance with the provisions under Article 6(1)(a) of the GDPR.

### **Withdrawal of consent**

Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw consent, please do so in writing to:

Data Protection Officer

Office for Students

Nicholson House

Lime Kiln Close

Bristol

BS34 8SR

You can also withdraw consent by emailing the project team at the OfS:  
[digitalteachingandlearningreview@officeforstudents.org.uk](mailto:digitalteachingandlearningreview@officeforstudents.org.uk).

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.

## **5. What personal information we will collect**

The personal information we will collect and use as part of this call for evidence is set out below:

- name (if submitted by you)
- email address (if submitted by you)
- organisation
- responses submitted as part of the call for evidence, including interviews already carried out.

### **Special category data**

No special category data will be collected as part of the call for evidence.

## **6. Who we give your personal information to**

As part of this call for evidence, we will share your personal information to some other organisations for specific reasons, as explained below:

- The Department for Education for support analysing the responses and arranging a potential further contact with you.

Where personal information is disclosed routinely to another organisation, a contractual agreement will be in place with that third party to ensure the protection of your personal information and to ensure it is only used for the reasons described above. We also review the data protection and security measures in place at other organisations before sharing your personal information to ensure it is not put at any undue risk as a result of the sharing.

We will not disclose your information to any other organisation other than those listed except where required to do so as part of our functions or by law.

## **7. Where your personal information will be stored**

Your personal information will be stored securely within the UK and will not be transferred outside that territory unless required by a court order.

## **8. How do we protect your personal information**

The OfS has a number of security measures in place to protect your personal information, listed below:

- accredited to the Cyber Essentials PLUS standard for cyber security
- all staff are required to undertake training in data protection and information security on joining the OfS and then on an annual basis
- formal information security policies that must be read and understood by all staff
- personal information is only available to a small number of staff who require access to the call for evidence responses as part of their role.

## **9. Your rights over your personal information**

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to request:

- a copy of your personal information
- inaccurate personal information held about you is corrected
- your personal information to be deleted
- processing of your personal information is restricted
- a copy of your information in a format that allows easy transfer ('data portability')
- that you are not subject to automated decision making or profiling (if these take place).

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. Further information can be found about these rights and our processes for handling such requests at:

[www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/](http://www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/)

## **10. How long we will hold your personal information**

We are only able to retain a copy of your personal information as long as it is still needed for the purpose(s) for which it was collected. The personal information you have submitted will be kept for six months after the end of the call for evidence.

After that point, your personal information will be confidentially and securely disposed of.

## **11. Use of cookies on OfS website**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to complete statistical reports on website activity. For further information about our cookies visit: [www.officeforstudents.org.uk/cookies/](http://www.officeforstudents.org.uk/cookies/) or for further general information visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **12. Complaints about the use of your personal information**

If you are unhappy with the way in which your personal information has been handled by the OfS, please contact us via our Data Protection Officer (details in section two) and we will try to resolve your issue informally.

If we are not able to resolve the issue to your satisfaction, you can also make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **13. Changes to this notice**

We keep our privacy notices under regular review and we will inform you of any changes to this notice by placing an update on our website.

This privacy notice was last updated on 2 September 2020.