



Sheffield Hallam University Privacy Notice

Talk with Tales for Children (TWITCH) Efficacy Trial

Introduction

This document outlines the responsibilities of Sheffield Hallam University (SHU) in handling personal data collected from participants as part of a study into early years practitioners' use of the TWITCH efficacy trial programme for 3–4-year-olds.

Data protection legislation governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual who can be identified directly or indirectly from that information.

Transparency is a key element of data protection legislation, and this Privacy Notice is designed to inform participants in this research study about:

- how and why SHU will use personal data collected in this research
- what participants' rights are in relation to the use of your personal data, and
- how to contact us to exercise those rights

Participants' Rights

Data protection legislation gives participants the following rights in relation to their personal data:

- the right to be informed
- the right of access
- the right to rectification
- the right to erase
- the right to restrict processing
- the right to data portability
- the right to object
- rights in relation to automated decision making and profiling

For more information about these rights please see:

[Sheffield Hallam University data subject rights](#)

[Information Commissioner's Office: Participants' rights](#)

Participants can contact SHU at any time to:

- withdraw from the research and have their individual data deleted
- request copies of their own personal data held by SHU (a subject access request)
- exercise other rights (e.g. to have inaccurate data rectified, to restrict or object to processing)
- query how data is used by SHU
- report a data security breach (e.g. if there are concerns that personal data has been lost or disclosed inappropriately)
- complain about how SHU have used personal data

Details of who to contact are provided at the end of this notice

Why are we processing participants' personal data?

Under data protection legislation there must be a lawful basis for processing personal data. In this case, the lawful basis for processing participants' personal data is in order to meet our public tasks (learning and teaching, research and knowledge transfer).



This includes carrying out the research for this research study to evaluate support for professional development leaders. We will be sharing the data with our evaluation partners Durham University, University of Manchester and Navigator Insight Limited and the funder EEF.

Retention

After the research is complete, SHU will retain participants’ personal data for research and knowledge exchange purposes, including presentations at professional or academic conferences, and publications in professional or academic journals, for a period of ten years after the publication of the final report. SHU will be the data controller for the data used for this study during this period.

Confidentiality

In the production and publication of professional or academic publications or presentations, all data will be fully anonymised. No individual or school will be named except by agreement on an individual basis. As far as possible personal identifiers will be removed from the data. However publications may include contextual information about participants’ professional experience, backgrounds and roles, and so participants may be identifiable to those familiar with their work.

Which Personal Data will we collect and use?

In order to conduct this research we will collect and use some personal data from participants. Below is a list of what this may include:

Type of personal data	Teachers, school leaders, staff, partners and participants of professional development organisations
Personal characteristics: name, gender, geographic location	X
Contact details: professional email address, telephone number	X
Professional characteristics: professional role(s), subject specialism(s), educational phase, years of experience	X
Evaluation feedback data	X

As detailed in the project participant information sheet, you can withdraw your data, or any part of it, from the project, up to three weeks after it has been collected. After this point it will be anonymised and aggregated into the analysis and we would be unable to identify it. If you wish to withdraw your data from the project please contact the project team, the contact details are below.

Who will we share personal data with?

The delivery team at Sheffield Hallam University will be sharing data with Durham University to facilitate the evaluation. This will include names and contact details of staff working in the nurseries, training attendance records for nursery staff, records of the nurseries programme delivery all of which would involve personal data. Durham will also share some data we have collected from nursery practitioners in surveys although this would be shared anonymously.



The privacy of participants' personal data is paramount and will not be disclosed unless there is a justified purpose for doing so. In order to carry out the research participants personal data may be shared between SHU and the following parties:

- Sheffield Hallam University staff who are involved in the research, including its administration
- Durham University, University of Manchester and Navigator Insight Limited evaluation team staff who are involved in the research, including its administration.
- Education Endowment Foundation (EEF) for storage in the EEF archive at the end of the evaluation for 10 years.

SHU NEVER sells personal data to third parties. No personal information will be shared outside of the EEA (European Economic Area).

Security

SHU takes a robust approach to protecting the information we hold. This includes the installation and use of technical measures including encryption of data, firewalls and intrusion detection and prevention tools on networks and segregation of different types of device; the use of tools on University computers to detect and remove malicious software and regular assessment of the technical security of SHU systems. SHU staff monitor systems and respond to suspicious activity. SHU also has Cyber Essentials certification.

Alongside these technical measures, comprehensive and effective policies and processes are in place to ensure that SHU users and administrators of information are aware of their obligations and responsibilities for the data they have access to. Access to project data is restricted to the research teams and administrators associated with the project is provided to new staff joining SHU. Existing staff have training and expert advice available if needed.

Data transfers between SHU and the other organisations involved in this research will be conducted using a secure file transfer service. All files sent will be encrypted. All personal data will be stored in directory locations that are only visible to specified members of the project team.

Further Information and Support

For further information about how SHU uses personal data see:

[SHU privacy notice for research participants](#)

[SHU information governance policy](#)

The Information Commissioner is the independent regulator set up to uphold information rights under data protection legislation. The Information Commissioner's Office (ICO) has a website with information and guidance for members of the public: [Your data matters](#).

If there are any concerns about the way personal data is processed in this research, please raise these with the contact details below.

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The SHU Data Protection Officer
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0114 225 3361



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If you have an ongoing concern, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, using information provided at the ICO website: [Make a Complaint](#).