

Westbourne Academy

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Principal - Mr Garry Trott

Our ref: MBO/EPE

11 February 2019

Dear Parents and Students

RESEARCH PROJECT – UNIVERSITY COLLEGE LONDON

Westbourne Academy is one of 20 schools involved in a research project to test whether watching some videos in classes can help pupils to do better at school. All pupils in Year 8 to 11 have been invited to take part. University College London (UCL) respects your privacy and is committed to protecting your personal data. Please read this letter and Privacy Notice carefully – it describes why and how we and UCL collect and use personal data and provides information about your rights.

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of personal data for the purposes of data protection law.

What does this research project mean for pupils?

In March/April, pupils will be asked to complete surveys and short multiple-choice maths tests in their tutorial sessions. In some tutor groups, pupils will also watch videos. Some pupils will be invited to take part in a one-on-one interview with a researcher to provide their views. The survey and interview data we collect from pupils will be about:

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| <ul style="list-style-type: none">○ Responses to a video they are shown○ What they think about school○ Whether anyone in their family went to university | <ul style="list-style-type: none">○ What they plan to do after they leave school○ Whether they would like to enter a lottery to win free online tutoring |
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For the purpose of research, the survey and test responses will be linked to information provided by the school. The school will share the following data with UCL:

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| <ul style="list-style-type: none">○ Unique Pupil Number (UPN)○ Name (so we can match survey responses)○ Gender○ Ethnicity○ Free school meals eligibility○ Month of birth○ Whether pupils have any special educational needs (but no detail about these needs) | <ul style="list-style-type: none">○ Whether English is as an additional language for pupils○ Postcode○ Key Stage 2 and Key Stage 4 test scores○ An effort rating for the term○ Attendance over the period of the project |
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If the school cannot provide all of this data, the survey data will link with information about your child on the National Pupil Database (held by the Department for Education) to fill in the gaps.



Postcodes will be linked to the ACORN classification of postcodes¹, POLAR classification of postcodes² and Indices of Multiple Deprivation³.

Collecting and linking the data means UCL can work out if the classroom activities, which they have developed, have been effective at helping pupils do better at school and they can measure differences within certain ethnic groups and between genders.

For the purposes of data protection law, UCL's 'legal basis' for processing the data is the 'public task' condition set out in the General Data Protection Regulation (GDPR). In respect of ethnicity data, which is treated as 'special category' data for the purposes of data protection law, our legal basis for processing the data is the 'research' condition set out in the GDPR and the UK Data Protection Act 2018. Please contact us with any questions.

How is the data protected?

UCL take your child's data security very seriously. The data collected will be kept safely on a secure file storage system (the UCL Data Safe Haven) and will only be accessible to the project researchers. The data will not be transferred outside the European Economic Area. This project will end in September 2019. All personal data will be anonymised at that point and the anonymised data will be kept for 10 years after the project ends and either destroyed or archived in September 2029.

Personal data will only be shared with a research assistant for the purpose of processing survey data. The analysis will be written into a report which will be shared with your school and will be published publicly but this will all be anonymous.

How do I find out about the results of the project?

A final report will be published in 2019. Participating schools will be sent a copy of this report to share with parents. Individual pupils will be anonymous in this report.

Your rights

Under certain circumstances, you may have the following rights under data protection laws in relation to your personal data. If you wish to exercise any of these rights, please contact us using the details set out below.

<ul style="list-style-type: none">○ Right to request access to your personal data○ Right to request correction of your personal data○ Right to request erasure of your personal data	<ul style="list-style-type: none">○ Right to object to processing of your personal data○ Right to request restriction of the processing your personal data○ Right to request the transfer of your personal data○ Right to withdraw consent
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Contact details

This project is being run by Eliza Kozman, a PhD student at University College London. Please contact Eliza at eliza.kozman.16@ucl.ac.uk in the first instance if you have any queries about the project and how your child's data is used.

You can also contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT. Please note that UCL has appointed a Data Protection Officer, Lee Shailer, who may be contacted at data-protection@ucl.ac.uk or l.shailer@ucl.ac.uk, +44 (0)20 3108 8726

¹ The ACORN classification describes the different types of households in particular geographical areas.

² The POLAR classification describes how likely it is that young people go to university in a particular area.

³ The Indices of Multiple Deprivation ranks different areas of the UK based on how advantaged they are.

Complaints

If you wish to complain about our use of personal data, please contact Eliza Kozman in the first instance. If you are still not satisfied, please send an email with the details of your complaint to data-protection@ucl.ac.uk so that we can look into the issue and respond to you. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website at <https://ico.org.uk>

Research on how to support pupils to do their best in school

This study has been approved by the UCL Research Ethics Committee (Project ID number): 11263/001. Taking part in this project is voluntary and you can withdraw consent for your child to participate at any time by emailing eliza.kozman.16@ucl.ac.uk.¹

If you **DO NOT** want your child to take part, please send an email to office@westbourne.atrust.org.uk by Thursday 14 February 2019 stating your child's full name, year and form group. If you miss this date, contact Eliza Kozman directly using the details above instead. If you are happy for your child to participate, there is no need to do anything. Thank you.

Yours sincerely



Mr M Bouckley
Vice Principal



This is a letter about important school information. If you are unable to read this information because English is not your first language, please ask someone who speaks English to contact the school on 01473 742315 or email office@westbourne.atrust.org.uk

Lietuvių kalba/Lithuanian - Informacija/General information

Tai laiškas apie svarbią mokyklos informaciją. Jei negalite perskaityti šios informacijos, nes anglų nėra jūsų gimtoji kalba, kreipkitės į ką nors, kas kalba angliškai arba kreipkitės į mokyklą 01473 742315 arba el office@westbourne.atrust.org.uk

Polski/Polish - Informacja/information

Jest to pismo o ważnych informacjach o szkole. Jeśli nie możesz przeczytać tej informacji, ponieważ angielski nie jest twoim pierwszym językiem, poproś kogoś, kto mówi po angielsku, lub skontaktuj się ze szkołą 01473 742315 lub e-mail office@westbourne.atrust.org.uk

Em português /Portuguese - Informações/information

Esta é uma carta sobre informações importantes sobre a escola. Se você é incapaz de ler esta informação, porque o Inglês não é sua língua nativa, por favor, pergunte a alguém que fala Inglês deve contactar a escola 01473 742315 ou e-mail office@westbourne.atrust.org.uk

Limba română/Romanian - Informații/ General information letter

Aceasta este o scrisoare cu privire la informații importante școlare. Dacă nu puteți citi această informație pentru că engleza nu este prima limbă, vă rugăm să întrebați pe cineva care vorbește limba engleză trebuie să contacteze școala 01473 742315 sau e-mail office@westbourne.atrust.org.uk
