

## Research Participants

Please note, this is *not* a stand-alone document. To understand this Privacy Notice, and how we use your personal data when you interact with us, this document should be read alongside CEI's full Privacy Policy here: <https://www.ceiglobal.org/privacy-policy>

### 1. How personal information is obtained

As a Research Participant we will collect your data in a variety of ways and at a variety of times throughout any given project.

Not all methods of collection listed below will be relevant to you and you should rely on the project specific Privacy Notice to keep you informed. Below is a list of all possible way we, or a Project Team may collect your personal information.

We refer to "primary data collection" when data is collected directly from you, and we refer to "secondary data collection" when the data is not collected directly from you.

- From yourself within online/telephone interviews (primary data collection)
- From yourself within online workshop or focus group interviews (primary data collection)
- From yourself via an online survey we have sent you or you have voluntarily answered (primary data collection)
- From yourself when you communicate directly with us (primary data collection)
- From your place of work to make initial contact with you (secondary data collection)
- From publicly available websites and sources including social media (secondary data collection)
- From a reference passed to CEI or the Project Team by an individual or organisation within CEI's or the Project Team's network of previously established contacts database (secondary data collection)
- From a database held by CEI or the Project Team where your data has been held with your permission for a secondary use within a CEI (including a Project Team) project (secondary data collection)
- From a parent, guardian, relative, educator, education establishment or other relevant allied professional (secondary data collection)
- National Databases held by local or central government (secondary data collection)

### 2. Types of personal information obtained

If your personal information is used by CEI because you are a participant in one of our research projects, you should also refer to the Privacy Notice for the project you are involved in which will be provided to you by us, the project delivery team(s) or independent research evaluator organisation(s) at the time they are collecting your personal information. Information provided below is to provide you with non-specific information about how personal information is used within CEI's research projects.

For participants in our research projects, we typically collect and process information in the following categories:

- Personal identifiers: for example, names (normally only used for matching datasets and often replaced by anonymous identifiers)
- Characteristics: for example, age, gender
- Education outcomes: for example, whether an individual enters higher education
- Information recorded in interviews we have with you
- information on the education pathways and detailed characteristics of participants

If you think you have not received a relevant Privacy Notice for the project in which you are participating, please make contact with our Data Protection Officer: [dpo@theevidencequarter.com](mailto:dpo@theevidencequarter.com)

### 3. Why we collect your information and what we use it for

We collect your personal information for two distinct reasons when you are a research participant. Not all reasons will be relevant to you within this Privacy Notice, and you should always refer to the Privacy Notice provided to you which will be specific to the research you're involved in.

The first reason for collecting your personal information will be to analyse it in the context of the research. This means the personal information collected from you is needed so we can conduct research on your personal information.

It is highly unlikely we will analyse one participant's personal information in isolation. Most research we conduct is the bringing together of multiple people's information to make discoveries to inform results to be published in a research report. Your personal information is never published unless we have gained permission from you to do so.

The second reason for collecting your personal information is so we might gather the information needed for the research project from you. There are a variety of reasons we use your personal data to do this (not all reasons listed below will be relevant to you and you should refer to the purposes for use as listed in the project Privacy Notice):

- The aim of our projects will normally be to test the impact of an activity designed to improve equality in education, or to understand existing patterns of inequality in education
- To conduct an interview, workshop or focus group with you as a participant, which may or may not be recorded
- To contact you to participate in an interview, and/or a workshop, and/or a focus group session as part of a project or piece of research
- To gain your permission for participation in the research
- To match your data with your data held in local or central government data sources.
- To transcribe the audio captured from any recorded interviews, workshops or focus groups we have with you as a participant
- To identify your data, which would be deleted where possible, should you no longer agree to have your data processed for the purpose of conducting the evaluation
- To associate your answers with yourself where we would like to make confidential contact with you based upon the answers you have provided which we have identified as useful in our development of the research area
- To make confidential contact with you where you have indicated interest in being contacted about the research area or to participate in any research projects associated with this area of research (you are able to opt out at any time and are under no obligation to participate in any subsequent research projects)

We will also use your personal information to respond to and identify your personal information when you submit a data subject rights request.

### 4. Lawful Basis for Processing

We process the personal data of research participants in a variety of ways. As a research participant we will only use your personal data when the law allows us to.

We will always inform you of our lawful basis for processing within either the Research Participant Data Privacy Notice and/or the Participant Information Sheet and/or a Consent Form you are presented with at the point of collection of your personal data.

Most commonly, the lawful basis for using your personal information may be one or more of the following within a project:

- Legitimate Interest for societal benefit within a research project
- Public Task when we work in the public interest
- Legal Obligation when we must comply with the laws of the country in which we are working in or where you have provided information where we have a statutory requirement to inform relevant authorities

For the collection of your sensitive personal information, also known as GDPR [special categories](#) of personal information, in general we rely on GDPR Article 9.2(j) for research purposes with a basis in law. This is also relevant to any personal information known as “[protected characteristics](#)” under the UK Equality Act 2010. Confirmation of this will be found in the project specific Data Privacy Notice.

**A note on Consent:** Research projects will often ask you for your consent to participate in a project. Unless it is clearly stated in relevant Privacy Notice provided to you, in general, this will not be data protection consent as the lawful basis we use to process your personal information.

A lot of research we do is dependent on gathering “informed consent” for your participation as part of ethical considerations required by either a research ethics committee who’ve reviewed the project proposal or to follow best practice in accordance with the [Helsinki Declaration](#).

Should you withdraw your consent for participation when the data being analysed, we would not be able to immediately remove your data until the analysis is complete. Where possible we would endeavour to remove all association to your personal information from the point of withdrawal and inform you where this may not be possible depending on the stage of analysis and project as a whole.

## 5. How we share your information

We may share the information we gather with other organisations in the following scenarios (where this has been outlined in the privacy notice):

- We may share information with higher education providers and other organisations that are funding us, funded by us or collaborating with us on research projects.
- We may share information with independent evaluators that we hire to work on specific projects.

## 6. How Long we store your personal information

We will only keep personal information for as long as it is needed to fulfil the purpose for which it was collected. The length of time which we plan to keep any information for will be outlined on the privacy notice for each individual project. Wherever possible, personal data will be anonymised or pseudonymised, as long as this does not impair the aims of the project.

When data is no longer needed, unless there is another legal reason for us to retain your personal information, we will securely destroy any paper or digital records (as specified in the privacy notice for any particular project).