Privacy Notice – Department of Education Behaviour Review – Call for Evidence

Data Controller Name: Department of Education
Address: Additional Educational Needs Team
Rathgael House,
Balloo Road, Rathgill, Bangor, BT19 7PR
Email: BehaviourReviewDE@education-ni.gov.uk

Why are you processing my personal data?

The Department of Education is undertaking a Review of Behaviour Policy and Practice in Schools. The Call for Evidence seeks views, experiences, evidence and research from a wide range of stakeholders to help inform the review and the development of future policy and guidance relating to behaviour in schools.

Information submitted through the Call for Evidence will contribute to the evidence base used by the Department of Education and the independent expert supporting the review. Responses may also be used to identify key themes, challenges, examples of effective practice and potential areas for further policy development.

If you choose to provide your name or the name of the organisation on whose behalf you are responding, this information will be used solely to help the Department understand the range of respondents taking part in the Call for Evidence and to support the analysis and interpretation of responses. Providing this information is entirely optional.

We may publish a summary of the findings from the Call for Evidence and wider engagement activities as part of the review process. In some cases, anonymised comments or extracts from submissions may be included in reports or publications. These will not contain personal data that could identify individual respondents.

If you choose to provide an email address to receive a copy of your submission, this information will be used solely for that purpose and is not required to complete your response.

The information you provide will be used solely for the purposes of informing the review of behaviour policy and practice and the development of future policy and guidance relating to behaviour in schools.

Lawful basis for processing

The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the UK GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in our capacity as a Government Department, in accordance with Section 8 of the Data Protection Act 2018.

What categories of personal data are you processing?

We may collect information about:

- your respondent category (for example, teacher, school leader, parent/carer, pupil, education organisation, professional body, academic or researcher);
- your name, where you choose to provide it;
- your role, job title or professional capacity where provided;
- the organisation on whose behalf you are responding, where you choose to provide this information;
- your views, experiences, opinions and evidence relating to behaviour in schools;
- information contained within written submissions, supporting documents, research papers, case studies or examples of practice submitted as evidence;
- any information you choose to provide regarding behaviour, wellbeing, learning, safety or educational experiences; and
- an email address, if you choose to provide one to receive a copy of your submission.

Free-text responses, supporting documents and case studies may contain personal data if respondents choose to include such information. Please do not include names or other information that could identify individual pupils, parents, carers or members of staff. Where possible, supporting documents and case studies should be anonymised before submission.

Please note: Citizen Space logs all activity on customer sites at server level and this includes IP addresses. This is specifically for the purpose of detecting and responding to security incidents (such as denial-of-service attacks). By default, responses in Citizen Space include the IP address(es) used during your submission, this information appears alongside the final responses that are shared with the Department.

Where do you get my personal data from?

From you, via Citizen Space, a NI Government Citizen portal used to securely collect information, should you choose to respond to the call for evidence.

How will my information be used and shared?

We will only use your information for the purposes of analysing and reporting on Call for Evidence responses and informing the Review of Behaviour Policy and Practice in Schools.

We process the information internally for the above stated purpose. The data will be shared internally within DE. We will consider the responses received and, following

that, publish a report on the Departmental website, which may outline feedback received and the Department's next steps.

Where respondents choose to provide their name or the name of an organisation on whose behalf they are responding, this information will be used for analytical purposes only. The Department will not publish information that could identify individual respondents.

Where free-text comments are included in published reports or other outputs, these will be anonymised and any information that could reasonably identify an individual will be removed.

The Department is using Citizen Space to conduct this Call for Evidence. Citizen Space is a company separate from Government but it has been identified by the Department of Finance as appropriate for use by NI Government Departments for surveys and consultations.

Do you transfer my personal data to other countries?

No. We don't transfer any personal data to other countries.

How long will you keep my personal data?

We will retain Call for Evidence responses for 5 years in line with the Department's Retention & Disposal Schedule.

What are my rights?

Not all rights will be applicable as these are based on the legal justification for processing.

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing, in specific circumstances
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to data portability, in specific circumstances
- You have the right to object to the processing, in specific circumstances
- You have rights in relation to automated decision making and profiling.

If these rights are applicable and you wish to exercise these please email Dataprotectionofficer@education-ni.gov.uk

How to complain if you are not happy with how we process your personal information

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at **dataprotectionofficer@education-ni.gov.uk**

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Contact details of the ICO are available at https://ico.org.uk/global/contact-us/