



## **Privacy Notice – Independent Review of Assessment – Teacher Survey**

**Data Controller Name:** Department of Education  
**Address:** Rathgael House  
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Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the [Data Protection Act \(DPA\)](#) and the [UK General Data Protection Regulation \(UKGDPR\)](#).

The Department of Education (DE) is committed to building trust and confidence in our ability to process your personal information and protect your privacy.

### **Why are you processing my personal data?**

The Department of Education is conducting a Teacher survey in relation to Key Stage Assessment to review current arrangements for assessment in Northern Ireland.

Teachers from all sectors and phases are invited to share their experiences of the current assessment practices through the teacher survey for the purpose of informing the development of our policy, guidance, or other regulatory work in the subject area.

The personal data we require from you is mandatory when completing the survey is listed within this privacy notice under 'what personal data are you processing?'.

### **Lawful basis for processing**

The lawful basis for processing your personal data is that of public task in accordance with :

- Section 8 of the Data Protection Act 2018;
- Article 6(1)(e) of the UK GDPR - Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

### **What categories of personal data are you processing?**

Categories of information processed may include:

- contact details (email address, postal address),



- Personal opinions

In addition you will be asked what type of school they work in (preschool, primary, post primary, by type controlled, controlled integrated, grant maintained integrated, grant maintained, grammar, special, EOTAS and other), what your current teaching role is, what year groups you currently teach and how many years they have been teaching via grouped year answers. While this is not considered personal data you may be identifiable from this information.

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. The Department may process IP addresses to produce statistics, or to identify suspicious responses, such as in the case of automated submissions, duplicate submissions, or where inappropriate content has been submitted.

### **Where do you get my personal data from?**

You will provide information as part of the survey response.

### **How will my information be used and shared?**

The Department is using Citizen Space, a NI Government Citizen portal to securely collect information.

We will only use your information for the purposes of analysis and reporting of consultation responses.

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. We will not publish the names or contact details of individual respondents. Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance the provisions of the data protection laws and the Department will satisfy itself that it has a lawful basis on which to share the information and document its decision-making.

### **Do you transfer my personal data to other countries?**

No.



### **How long will you keep my personal data?**

We will retain your data for a retention period 3 years as per section 5.4 of the Department's Retention and 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](mailto: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](mailto: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/>