

How the University of Nottingham processes your personal data

The University of Nottingham, University Park, Nottingham, NG7 2RD (0115 951 5151), is committed to protecting your personal data and informing you of your rights in relation to that data.

The University of Nottingham is registered as a Data Controller under the Data Protection Act 2018 (registration No. Z5654762). One of our responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. The University will process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) and this privacy notice is issued in accordance with the GDPR Articles 13 and 14.

We may update our Privacy Notices at any time. The current version of all our Privacy Notices can be found at <https://www.nottingham.ac.uk/utilities/privacy.aspx> and we encourage you to check back regularly to review any changes.

The Data Protection Officer

The University has appointed a Data Protection Officer. Their postal address is:

Mrs Tracy Landon
Associate Director of Information Compliance & Data Protection Officer,
B16, Lenton Hurst,
University of Nottingham,
University Park,
Nottingham
NG7 2RD

They can be emailed at dpo@nottingham.ac.uk.

Your personal data and its processing

We define personal data as information relating to a live, identifiable individual. The Observatory for Mathematical Education which is hosted by the School of Education, University of Nottingham will be processing pseudonymised personal data held under licence from the Department for Education, Department for Work and Pensions, His Majesty's Revenue and Customs, Education and Skills Funding Agency, the Higher Education Statistics Agency, Scottish Government, Welsh Government, the Northern Ireland Executive, and the Centre for Longitudinal Studies, University College London.

The purpose of processing this data is to investigate statistical trends in achievement, progress and attitudes in mathematics education, as well as long-term outcomes for those under study. The legal basis for processing under the 2018 Data Protection Act is Article 6(1)(e) of UK GDPR, that processing shall be lawful if:

...processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

This applies as the University of Nottingham has been established by Royal Charter for the purposes of conducting research in the public benefit. The data licences will also include

"special categories of data", which is any information about your racial or ethnic origin, religious or other beliefs, physical or mental health, the processing of which is subject to strict requirements.

The purpose of processing this data is to investigate differences in achievement, progress and attitudes in mathematics education, and the long-term impacts for different ethnic groups, those with special educational needs or disabilities, or those who have been looked after/in care at any point in their educations. The legal basis for processing under the 2018 Data Protection Act is Article 9(2)(j) of UK GDPR, that processing shall be lawful if:

...processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes...

We only process data for specified purposes and if it is justified in accordance with data protection law.

Where will your data be processed.

Data is accessed only through the Office for National Statistics Secure Research Service/Integrated Data Service or the Economic and Social Research Council's UK Data Archive Secure Lab. These organisations act as third-party data processors for the data owners listed in this document and provide monitored secure access to the pseudonymised data, as well as statistical disclosure control review for statistical outputs to ensure anonymity is fully maintained.

How long we keep your data for

As the data is held under licence, the usual period of retention for research is 18 months, with extensions being assessed by an appropriate data sharing approval panel. At the end of this period the data project will be archived for 12 months and then deleted by the third-party processors listed above.

Your rights as a data subject

You have the following rights in relation to your personal data processed by us:

Right to be informed

Alongside this privacy notice, the Observatory for Mathematical Education has published an information sheet for research participants explaining the purposes of processing this data for research. Any requests for further information will be responded to in writing within one calendar month of receipt.

Right of access / right to data portability

You have a right to see information held about you. As this is data held under licence and not directly collected by the Observatory for Mathematical Education, University of Nottingham, we will provide support for requests and liaise with both the appropriate data owners and the requester. Any requests will be responded to in writing within one calendar month of receipt.

Right of rectification

If you believe that the data held by the data owners is incorrect you have a right to have this rectified. As this is data held under licence and not directly collected by the Observatory for Mathematical Education, University of Nottingham, we will provide support for requests and liaise with both the appropriate data owners and the requester. Any requests will be responded to in writing within one calendar month of receipt.

Please complete our Information Rights Form.

Right to erasure

You can ask that your data is deleted and where this is appropriate we will take reasonable steps to do so. The right to erasure is a limited right. As this is data held under licence and not directly collected by the Observatory for Mathematical Education, University of Nottingham, we may not be able to comply with requests for erasure. We will provide support for requests and liaise with both the data owners and the requester. If all parties cannot agree to erasure, we will explain why your request is not being actioned. Any requests will be responded to in writing within one calendar month of receipt.

Please complete our Information Rights Form.

Right to restrict processing

If you think there is a problem with the accuracy of the data we hold about you, or we are using data about you unlawfully, you can request that any current processing is suspended until a resolution is agreed.

Please complete our Information Rights Form.

Right to object

You have a right to object to the processing of your data as we are doing so "in the performance of a task in the public interest". Unless we can show a compelling case why our use of data is justified, we must stop using the data in the way that you have objected to. .

Please complete our Information Rights Form.

Rights related to automated decision-making including profiling.

We are not using automated decision-making or profiling.

Withdrawing consent

We are not relying on consent to process your data. You can, however, exercise the above rights at any time until the point of processing has been completed. After this time, it will not be possible to remove the impact of your data from aggregated statistical outputs.

Exercising your rights, queries and complaints

For more information on your rights, if you wish to exercise any right, or for any queries you have, including if you wish to make a complaint, please [contact our Data Protection Officer.](#)

Complaint to the Information Commissioner

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on [the ICO's website.](#)