

PACT Lead Privacy Notice

Introduction

The University of Manchester and Durham University (the Universities) perform a valuable role in the Parents and Children Together (PACT) Research Project. In order to carry out the project, the Universities process personal data. Data protection legislation means that we must provide individuals with information about how we process personal data. This information is provided in this privacy notice. There are two parts – a general part and a part specific to the PACT project. Please read the privacy information below.

PART 1 – GENERAL PRIVACY NOTICE

Data Controller

The Data Controllers for this research project are The University of Manchester and Durham University.

The Information Governance Unit makes sure the University follows Data Protection legislation. If you have any concerns or would like more information about how your personal data is being processed, please see the University of Manchester [Information Governance webpages](#) or contact:

Information Governance Unit, University of Manchester
Telephone: 0161 275 7789
E-mail: information.governance@manchester.ac.uk

Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer:

Alex Daybank, Data Protection Officer
E-mail: dataprotection@manchester.ac.uk
Address:
The Data Protection Officer
Information Governance Office
Christie Building
University of Manchester
Oxford Road
Manchester M13 9PL

Retention

The Universities keep personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the University Records Retention Schedules.

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be given information about how and why we process your personal data. This information can be found in our privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the University of Manchester's [Subject Access Requests webpage](#).

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

Right to erasure

You can ask us to erase your personal data in the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine this
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Making a complaint

If you are unhappy with the way in which we process your personal data, please let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
Website: [Information Commissioner's Office](#)

PART 2 – TAILORED PRIVACY NOTICE

This section details the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

Type(s) of personal data collected and held by the Universities and method of collection:

As Lead for the PACT Research Project at your school, we have collected your name, email address, telephone number and the nursery name from the PACT Memorandum of Understanding (MoU) form that you signed before the study began.

Paper registers will be taken at your PACT Lead training event which will include teacher names, schools and signatures. We keep records of attendance so we can see which schools have received training.

As part of the evaluation of the trial, we will ask you to fill in surveys for the project. These surveys will include your name, school and some background information about you, and will focus on your attitudes towards the research project, your usual teaching practice and your experiences of delivering PACT in your school.

You may also be asked to take part in telephone interviews which will focus in more depth on your experiences of delivering PACT.

The information collected from the surveys and interviews will be used to learn more about PACT, feed into an evaluation report for the EEF, and to write academic papers. Please note that no individual child, teacher or school will be identified in any publication.

Lawful Basis

The lawful basis for processing the data is public task.

How personal data is stored:

All PACT data will be stored in a locked cabinet in the project office at the School of Health Sciences at The University of Manchester and the School of Education at Durham University. This information will also be stored electronically on encrypted servers and electronic devices authorised by The University of Manchester and Durham University; including survey software or transcription services approved by Durham University

How personal data is processed:

The Universities will use this information as part of the delivery and evaluation of the PACT project, funded by the Education Endowment Foundation (EEF). We will hold the MoU forms to show that you have agreed to participate in the project. We will use your email address and telephone number to contact you during the study for various purposes including: sending out and collecting project related information, parental participation forms, PACT record forms, pupil attendance, project surveys, arranging researcher visits to the nursery for assessments, training and support sessions, and arranging telephone interviews.

Your survey responses will be input into project databases for analysis. Interviews will be audio recorded and transcribed; this may be done by an external agency who will be required to adhere to the data protection requirements of Durham University. The transcriptions will then be analysed. The analysis from the surveys and interviews will be used to write the end of project evaluation report and any publications; however, no individual child, parent or nursery will be identified in any report or publication.

The School of Health Sciences at The University of Manchester shares personal data with:

Personal data will be shared with the School of Education at Durham University, where the evaluation team and project statisticians are based. This is necessary in order to conduct the project's data analyses and write the research report.

The School of Education at Durham University may share audio recordings of interviews may be shared with external transcription services approved by Durham University for conversion of audio data to text. No sensitive personal information will be shared outside of Durham University or its approved contractors.

How long personal data is held:

The personal data we hold about you will be destroyed within 5 years of the end of the project by April 2027.

How to object to School of Health Sciences at The University of Manchester processing your personal data:

Please get in touch by email (Kelly.Burgoyne@manchester.ac.uk or Stephanie.Hargreaves@manchester.ac.uk) or call 0161 275 7208

The University of Manchester will share this information with the Durham University Information Governance Team in the event of a query or objection raised.

Further information:

If you have questions or concerns about how your data will be used for the PACT Research Project, please get in touch by email (Kelly.Burgoyne@manchester.ac.uk or Stephanie.Hargreaves@manchester.ac.uk) or call 0161 275 7208