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# Institute for Research in Schools

## Privacy Policy

### Introduction

This Privacy Policy:

describes when, why and how we collect personal data from you while using [www.researchinschools.org](http://www.researchinschools.org) (the 'site'), how we use it and the circumstances we may disclose it to others and how we keep it secure; and

only applies to personal data collected by The Institute for Research in School and the use of that personal data by The Institute of Research in Schools and those they share it with.

This Privacy Policy does not apply to any third party sites, plug-ins and applications which are linked to within the site; we are not responsible for their privacy statements and you should contact those third parties separately should you need to understand how they use your data.

This Privacy Policy is layered so you can navigate directly to your area of interest below. If you would like a PDF version of this Privacy Policy, please [click here](#)<sup>1</sup>.

### 1. About us

The Institute for Research in Schools (a registered charity in England, no. 1164654) is the controller of, and is responsible for, the personal data you provide to us (referred to as '**Institute for Research in Schools**', '**IRIS**', '**we**', '**us**' or '**our**' in this Privacy Policy). References to you or your in this Privacy Policy mean you as a user of the site or as an individual whose information we collect directly from you via our "join in" form or email, or third parties such as the Department for Education.

We have appointed Laura Tyzack as our data protection officer (**'DPO'**) and she is responsible for responding to questions about this Privacy Policy. If you have any questions about this Privacy Policy, please contact Laura at: [lauratyzack@researchinschools.org](mailto:lauratyzack@researchinschools.org).

### 2. What personal data do we collect?

We may collect, use, store and transfer different types of information (known as personal data) about you. We group personal data as follows:

- **Identity Data** includes first names, last name, username, avatar or similar identifier and title.
- **Contact Data** includes email address and telephone numbers.



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- **School Data** includes your school name and address and your position at the school.
  - **Technical Data** includes information about how you use our site including internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this site.
  - **Profile Data** includes your username and password, your preferences, feedback and survey responses.
  - **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

### 3. How we collect your personal data

We collect personal data from you in two main ways:

- when you directly provide us with Identity, Contact, School, Profile or Marketing and Communications Data (for example when (i) submitting details on the “join in” or “contact us” pages of the site, by email or by paper form; (ii) requesting marketing or newsletters to be sent to you; (iii) creating an account on the site; (iv) participating in our evaluation surveys; or (v) your school sends us such information; and
- when we collect Technical Data from your device using cookies and other similar technologies. Please see our [Cookie Policy](#)<sup>2</sup> for further details.

We may, from time to time, collect Identify, Contact, School, Technical or Marketing and Communications Data about you from third party partners including schools and the Department for Education.



#### 4. How, and on what basis, we process your personal data

We have set out below a table explaining all the ways we use your personal data and the lawful basis we rely on to do so.

<b>Purpose/Activity</b>	<b>Type of personal data</b>	<b>Lawful basis for processing including basis of legitimate interest</b>
To register you as a new site user or alumni and create an avatar/user ID	(a) Identity (b) Contact	Performance of a contract with you
To complete records to enable you and/or your school to take part in activities/projects	(a) Identity (b) Contact	Necessary for our legitimate interests (to communicate with schools who may want to take part in our activities/projects)
To respond to any requests from you for further information concerning the activities undertaken by IRIS	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	Necessary for our legitimate interests (to communicate with you as a user/alumni)
To provide alumni with updates regarding IRIS activities/projects as well as the ongoing evaluation of the work from such activities/projects	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to promote our activities/projects and maintain our relationship with you)
To add you to our customer database and provide you or your school with newsletters or other marketing materials	(a) Identity (b) Contact (c) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to promote our products or services)
Where you are signed up to one of our mailing lists, to update you with announcements, news, portfolio additions, and new products or services.	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to promote our products or services)
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Asking you to leave a review or take a survey	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how



		users/alumni use our products or services)
To enable you to partake in a competition or complete a survey	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications	(a) Performance of a contract with you  (b) Necessary for our legitimate interests (to study how users/alumni use our products or services, to develop them and grow our organisation)
To administer and protect our organisation and this site (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running our organisation, provision of administration and IT services, network security, to prevent fraud and in the context of a reorganisation or group restructuring exercise)  (b) Necessary to comply with a legal obligation
To deliver relevant site content to you and measure or understand the effectiveness of the advertising we serve to you	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	Necessary for our legitimate interests (to study how users/alumni use our products or services, to develop them, to grow our organisation and to inform our marketing strategy)
To use data analytics to improve our site, activities, projects, products, services, marketing, user/alumni relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests (to define types of users/alumni for our products and services, to keep our site updated and relevant, to develop our organisation and to inform our marketing strategy)
To make suggestions and recommendations to you about activities, projects, products or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile (f) Marketing and Communications	Necessary for our legitimate interests (to develop our products or services and grow our organisation)



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## Marketing mailing lists

If you are a member of our mailing list, you may be contacted with announcements, news, portfolio additions, and new products or services.

With each email sent, you have the option of 'unsubscribe' from our mailing list at any time, thereby disabling any further such email communication from being sent. If you wish to have specific communications with a member of IRIS staff, you will be required to provide specific information that will be routed to the appropriate contact within IRIS.

## Opt-out

If you have enrolled in the distribution of one of our newsletters and wish to no longer receive our newsletters, you can stop receiving newsletters by clicking the “unsubscribe” option on your most recent newsletter should you wish to be excluded from these communications. It is for the sole use of IRIS in conducting its work with schools. Where you opt out of receiving these newsletters, this will not apply to personal data provided to us for other purposes.

## Cookies

We use a cookies tool on our site to obtain your consent for the optional cookies we may use. Cookies that are necessary for functionality, security and accessibility are set and are not deleted by the tool.

## **5. Who we share your personal data with**

We may transfer or disclose information in connection with any institution management transfer of all or part of IRIS to any third party or where such transfer or disclosure is required by law or where IRIS believes in good faith that such transfer or disclosure is required. Otherwise, IRIS enforces an ‘anti-spam’ policy that means no personal data will be passed to any third parties for any purpose other than those set out in Section 4 above without your express permission.

## **6. Transfers of personal data outside the EEA**

No personal data will be transferred outside of the EEA except where we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- Where personal data is to be transferred to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details, [see European Commission: Adequacy of the protection of personal data in non-EU countries](#).
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe. For further details, [see European Commission: Model contracts for the transfer of personal data to third countries](#).



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Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

## **7. How we keep your personal data secure**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed, including being stored securely using an encrypted database. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

## **8. How long we keep your personal data**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

## **9. Your rights**

As a data subject, you have a number of rights in relation to your personal data. You can:

- access and obtain a copy of your data following a request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Laura Tyzack (DPO) at [lauratyzack@researchinschools.org](mailto:lauratyzack@researchinschools.org).

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner. However, we would be grateful if you



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would raise any complaints directly with us in the first instance as this is likely to be the quickest and most efficient way of resolving any issues.

## **10. Changes to this Privacy Policy**

We keep our privacy policy under regular review. This version was last updated on 30th September 2020.

We may update this policy from time to time and will post any changes on our site at [www.researchinschools.org](http://www.researchinschools.org). You should check back occasionally and read through it again.



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# COOKIE POLICY

## 1. Cookies

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, your computer or mobile phone to assist the device to remember something you have done on a website. These include small files known as ‘cookies’.

## 2. Why we use cookies

We use cookies on our site to improve services for you through, for example:

- recognising that you may already have given a username and password so you don't need to do it for every web page requested
- measuring how many people are using services so they can be made easier to use
- analysing anonymous data to help us understand how people interact with our site so we can make it better

To make full use of our site, cookies need to be enabled in your browser. Removal of cookies may impact the experience whilst using the site through repeated requirements for entry of data, or confirmation. See Section 5 for information on how to remove cookies.

## 3. When cookies are used on our site

Unless you have adjusted your browser settings (where possible) to limit the use of cookies, a cookie will be issued as soon as you visit our site.

Please also be aware that not all cookies on our site are set by us. We use a number of suppliers who may also set cookies on their sites. We do not control the dissemination of these cookies. You should check the third party sites for more information about these.

## 4. The cookies used on the site

Category	Cookie Name(s)	Organisation	Purpose
Account Login	AuthCookie	IRIS	This cookie remembers your account login details, so you do not have to re-enter these credentials each time you browse our site. This cookie remains in





Category	Cookie Name(s)	Organisation	Purpose
			your browser until you clear your browser cookies.
Recently Viewed Pages	[•]3	IRIS	This cookie remembers any webpages you visit on our site, to help you easily navigate back to these pages.
Cookie Preferences	hasConsent	IRIS	This cookie remembers your cookie consent preferences.
Google Analytics	_ga _gali _dc_gtm_<property-id> _gid	Google	These cookies collect statistical information about how customers use the site so that we can improve the user experience.

## 5. Removing or disabling cookies

Most web browsers allow users to control most of their cookies through their browser settings (usually through the 'help' menu). To find out more about cookies, including how to see what cookies have been set and how to remove cookies set on your device, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

Alternatively, you can contact your browser developer for more information for managing cookies.

## 6. Changes to this policy

We may update this policy from time to time and will post any changes on our site at [www.researchinschools.org](http://www.researchinschools.org). You should check back occasionally and read through it again. For your information, this policy was last updated on 30th September 2020.

## 7. Contacting us

If you have any questions about cookies or this policy, please contact Laura Tyzack (DPO) at [lauratyzack@researchinschools.org](mailto:lauratyzack@researchinschools.org).

