

Privacy Notice- Greenshaw Research School

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At Greenshaw Research School, we are committed to protecting the privacy and confidentiality of all individuals who participate in our research and events. This Privacy Notice outlines how we handle data in accordance with applicable data protection laws and ethical standards.

This Privacy Notice explains how and why we store personal information about our participants. It provides a guide to participants about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation

Collection of Limited Personal Data

In order to enhance the quality and personalisation of our services, we may now collect limited personal data in the form of pupil email addresses when surveys are conducted.

We collect and process email addresses solely for the purpose of:

- improving user experience,
- enabling personalised survey engagement, and
- facilitating appropriate follow-up communication where relevant.

We do **not** collect additional personally identifiable information such as names, home addresses, or unique pupil numbers (UPN) unless explicitly stated and lawfully required.

All email addresses are:

- processed in accordance with applicable data protection laws (including the UK GDPR),
- stored securely and accessed only by authorised personnel, and
- retained only for as long as necessary to fulfil the purposes outlined above.

Where survey results are reported, data is anonymised or aggregated wherever possible to ensure that individual pupils cannot be identified from published outputs.

Types of Data We Collect

We may collect the following types of non-identifiable data through completion of our surveys:

- Anonymous survey responses
- Aggregated statistical data
- Observational data without personal identifiers
- General demographic information (e.g. year group, age, gender, ethnicity, religion, free school meal entitlement) that cannot be traced back to the individual.

We may also collect the following types of personal data when individuals sign up to one of Greenshaw Research School webinars or in-person events:

- Participants full name and email address
- Role in school

- Job title
- School name
- School postcode
- School URN
- Full names and email addresses for other participants who wish to join the webinar and events

Purpose of Data Collection

The data Greenshaw Research School collect is used solely for:

- Academic Research
- Educational development
- Statistical analysis
- To allow access to our webinars and events

Data Security

All data collected by Greenshaw Research School is collected securely using appropriate technical and organisational measures to ensure the security and integrity of the data we collect. The data collected is only accessible by authorised employees.

Data Sharing

Greenshaw Research School is part of the Research School Network (RSN). The RSN is set up and managed by the independent charity the Education Endowment Foundation (EEF).

Research Schools share personal data with the EEF to help the charity break the link between family income and educational achievement by supporting schools/early years settings to improve teaching and learning through better use of research evidence to inform the decisions they make. Examples of data shared with the EEF includes: sharing attendee lists for events, sharing videos for training purposes and also storing contacts or consent in MailChimp or Google accounts which are managed by EEF.

For further information about how EEF use personal data please see the RSN website.

Greenshaw Learning Trust

Greenshaw Research School is part of the Greenshaw Learning Trust. All data collected by Greenshaw Research School is stored on Greenshaw Learning Trust Servers.

Requesting Access to Your Personal Data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Jo Jacobs on jjacobs@greenshaw.co.uk or our Data Protection Officer at DPO@Schoolpro.uk.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.

- the right to ask us to delete your personal information – this is called ‘right to erasure’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at raise a concern with ICO

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 22nd June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: Jo Jacobs on jjacobs@greenshaw.co.uk Data Protection Officer DPO@schoolpro.uk