

Bath Spa University Privacy Notice

Introduction

This privacy notice outlines how the delivery team at Bath Spa University will collect and process school staff's personal data when you register your interest or take part in the Rich Retrieval Pilot.

The delivery team at Bath Spa University have developed the Rich Retrieval programme. It provides professional development and curriculum resources to support primary science teachers. The aim of this programme is for pupils to build rich scientific concepts that are interconnected to form meaningful schemas of science topics. The pilot will take place over the course of the 2026-27 academic year. It is funded by the Education Endowment Foundation.

Bath Spa University will process data to deliver the Rich Retrieval programme. For this purpose, we are independent data controllers and are responsible for making decisions about how data is processed. We will be sharing some information with the NFER and the EEF, and this is set out below.

The Education Endowment Foundation (EEF) has also commissioned the National Foundation for Educational Research (NFER) to carry out an evaluation of Bath Spa University's Rich Retrieval primary science programme. The NFER also have a privacy notice for the data they will be processing. For the evaluation, NFER is the independent data controller, and where relevant Bath Spa University are data processors. This means that NFER will determine the purposes of data processing for the evaluation. Bath Spa University will process relevant data on behalf of NFER.

None of the data collected by Bath Spa University will be used for any purpose other than those stated in this privacy notice. No school, educator or pupil will be named in any report arising from this work, nor will we include any information that might mean that someone else could identify them.

Purpose and lawful basis for processing

If you register your interest, it is necessary for us to process some personal data so that we can contact you with relevant information about the programme, what it will involve and what you need to do to sign up. If you then go on to take part in the pilot we will process information to enable your participation in the programme and to support the evaluation.

The lawful basis we rely on for processing your personal data is legitimate interests under article 6(1)(f) of the GDPR. These interests are as per the above purposes.

What personal data is being collected?

If you register your interest we will collect:

- your full name
- your role(s) in school
- year group you are currently teaching
- work email address
- School phone number and address

If you take part in the programme, in addition, we will collect:

- your current teaching role
- how many years you have been teaching
- prior use of and/or training for retrieval practice
- Your attendance at PD sessions
- Weekly record of your use of the rich retrieval strategies (whether Rich Retrieval was used, the activity name, and time taken).

The information listed above will be shared with the NFER to support the evaluation.

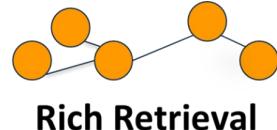
We will also collect information necessary to organise the in-person professional development days which include your dietary requirements and car registration plate numbers. We will also collect your reflections on your weekly use of rich retrieval strategies. The purpose is to support the delivery of the programme and it will not be shared with the NFER.

Who will we share personal data with?

We will share your name and work email address with the Education Endowment Foundation (EEF) who are funding this work. This is so that they are aware of who has expressed an interest in taking part for their own monitoring purposes. For more information, see [EEF's privacy notices](#).

We will also share the information listed in the bullet points above with the project independent evaluators at the NFER. They will use these details to invite you to complete an online survey and either an online interview or a visit to your school. The NFER will also provide a privacy notice.

Your data will be processed using Microsoft Office 365 software tools and cloud storage. The data will be held locally within our Sharepoint site and that data is transferred to UK/EU based Microsoft servers and services. There are no international transfers out of the UK/EU.



How long we keep it

The information you provide when you register your interest will be kept until the end of the project. Bath Spa University and NFER will delete any personal data collected as part of the pilot delivery and evaluation within one year of publication of the final report (due to be published in March 2028). This deletion process is currently planned for March 2029.

What are your rights?

As we are processing your personal data for our legitimate interests as stated above, you have the right to object to our processing of your personal data. There are legitimate reasons why we may refuse your objection, which depend on why we are processing it.

This privacy notice should be read in conjunction with the information in Bath Spa University's Research privacy notice(s) ([linked here](#)) which cover information relevant to anyone whose data is used by the organisation, including further information about your rights.

If you wish to exercise any of these rights or for further information about this notice please contact us at researchsupportoffice@bathspa.ac.uk .