

Privacy Notice

Creativity Collaboratives Legacy Phase Evaluation

Introduction

This notice explains how data gathered during the Evaluation of the Creativity Collaboratives Legacy Phase Project will be processed. It is jointly given by all the parties involved in this evaluation project.

It will give you more information about the data we are aiming to collect, as well as how this will be shared and stored.

You will also learn about what your rights are when it comes to withdrawing from the evaluation or asking us to delete or change any of the information we gather about you or your child.

Who is involved?

Arts Council England funded the original project known as the Creativity Collaboratives. The project aimed to explore how teachers can help students develop their creativity. Arts Council England have asked Abigail D'Amore Associates Ltd, Eleanor Rattenbury and Sarah Mawby, to carry out an evaluation of this project. All of these parties, as well as your / your child's school, will therefore be processing the data.

There is a data sharing agreement in place between:

- your / your child's school,
- Arts Council England,
- Abigail D'Amore Associates Ltd
- Eleanor Rattenbury
- Sarah Mawby

Data Protection Laws

We will follow the Data Protection Laws, meaning:

- the Data Protection Act 2018 (DPA 2018);
- United Kingdom General Data Protection Regulation (UK GDPR);
- the General Data Protection Regulation ((EU) 2016/679) ('EU GDPR') as so far is applicable; and
- Other laws as may apply or come into force regulating collection, processing, and privacy of personal data in the UK.

To do this, we are explaining the following information:

Who will we collect information from?	<ul style="list-style-type: none">• Pupils of the School• Teachers and Headteachers of the School• ACE employees / staff• The Services Provider's employees / staff
What type of information will we collect and process?	<p>We will collect and process the following Personal Data:</p> <ul style="list-style-type: none">• Teachers and Headteachers at the School or the School's partner schools:<ul style="list-style-type: none">a. Nameb. Email Addressc. Telephone Numberd. School Name and Addresse. Information about their role in the school, including the number of years teaching, and details of the Creativity Collaborative they are associated with.f. Name and contact details of Collaborative leaders

- Pupils of the School:

- a. Name,
- b. Age,
- c. Ethnicity,
- d. Gender,
- e. Socio-economic status,
- f. Whether they are in receipt of Pupil Premium,
- g. Whether they are in receipt of Special Educational Needs (SEN) Support or hold an Education Health and Care Plan (EHCP),
- h. School key stage and/or year group
- i. Any other information shared by the pupils during the evaluation activities which may be Personal Data
- j. Audio and/or video recordings of evaluation sessions which may include the image/voice of the pupils.

- Parents/Legal Guardians of Pupils of the School:

- Name
- Ethnicity
- Gender
- Socio-economic status
- Email address
- Any other information the parents/guardians choose to share during the evaluation activities which may be Personal Data.

Some of this information will be Special Category Data.

<p>When do we collect and process this information?</p>	<p>Your school may already hold this information about you, or Abigail, Eleanor, or Sarah, may collect this from you when you participate in the project.</p> <p>Evaluation data for this project could be gathered in any of the following ways:</p> <ul style="list-style-type: none"> • In-class creative evaluation activities (which could include (but are not limited to) completing a sticker survey, playing a post-it-note game, drawing pictures, organising photographs, writing a poem, writing a song or rap, building something out of lego or modelling clay, creating a play or puppet show) • Student-led case studies (where students are asked to complete a longer-term project) • Guided tours (Where students and/or staff show an evaluator around their school and/or classrooms to highlight things/places/people that support their creativity) • Journals • Focus groups • Online surveys • Interviews • Online or in-person meetings and/or workshops <p>You and/or your child might be invited to participate in some of these activities as part of the Creative Collaboratives legacy evaluation.</p>
<p>How will data be processed?</p>	<p>Evaluation data for this project may be processed in the following ways:</p> <ul style="list-style-type: none"> • Photos may be taken of in-person evaluation activities and/or outputs (e.g. post-it note pages, creative visualisations etc). • Written minutes and/or meeting notes may be made from face-to-face evaluation sessions and/or meetings

	<ul style="list-style-type: none"> • Audio and/or video recordings may be made of evaluation sessions, interviews, focus groups, meetings and/or workshops (additional verbal consent will always be sought from participants prior to making an audio or video recording). • Written transcripts may be made of evaluation sessions, meeting and/or workshop recordings. • Survey responses may be exported into analytical software (e.g. Microsoft Excel, NVivo) for data analysis. • Any evaluation data shared via email (e.g. ad-hoc feedback about the Creative Collaboratives Legacy Phase) may be exported to a different text-based file type (e.g. pdf., doc., txt. etc).
Why do we collect and process this information?	<p>We will collect this information in order for Abigail, Eleanor, and Sarah to conduct research about the project and produce an evaluation report for Arts Council England. This is because we would like to track whether the Creativity Collaboratives project has had a particular impact for different students. The report is to help Arts Council England evaluate the effectiveness of the project and how we can improve it for the future.</p> <p>Should you decide that you would also like to take part in an evaluation activity (such as a parent/guardian focus group or interview), we may also collect and store your contact information so that we can keep in touch with you to organise meetings etc.</p>
What is the legal basis for processing under the Data Protection Legislation?	<p>The parties processing your data are relying on Article 6(1)(a) (Consent) of UK GDPR to process your Personal Data, and Article 9(a) (Explicit Consent) of UK GDPR to process your Special Category Data.</p> <p>This is why we have requested that you sign and return a consent form.</p>

<p>Will we share this information with any other parties?</p>	<p>Raw data from this evaluation may be shared between you / your child's school, Creativity Collaborative schools, and your Collaborative lead(s), Abigail D'Amore Associates, Eleanor Rattenbury, Sarah Mawby, and Arts Council England.</p> <p>There is a Data Sharing Agreement in place between your Child's School, Abigail D'Amore Associates, Eleanor Rattenbury, Sarah Mawby, and Arts Council England. If your School shares the data with any other parties, they will ensure this is done compliantly with the Data Protection Legislation.</p> <p>Analysed data may also be shared between schools, Abigail D'Amore Associates, Eleanor Rattenbury, Sarah Mawby, and Arts Council England throughout the evaluation process by way of written reports and/or additional evaluation outputs such as (but not limited to) videos and slide decks.</p> <p>Raw and analysed data will, in most cases, be shared via email and/or cloud storage/sharing systems (such as Google Drive). Where hard-copies of data exist, these will be shared either in-person or via a postal or courier service.</p> <p>At the end of the evaluation, analysed and anonymised data may also be published in public-facing outputs; the aim of which will be to share the evaluation findings more broadly and to promote the Creativity Collaboratives approach to other schools, organisations and government bodies.</p>
<p>How will data be stored?</p>	<p>Data will primarily be stored in the following ways:</p> <ul style="list-style-type: none"> • On your school's computer system • In ADA's Google Drive files and folders

- In ADA's NVivo Collaboration Cloud files and folders (NVivo is the qualitative analysis software that will be used during this evaluation. You can find out more about it here: <https://lumivivo.com/products/nvivo/>)
- On Eleanor Rattenbury's password-protected laptop, Google Drive files and folder, or password-protected accounts on third party services such as NVivo, Alchemer.
- On Sarah Mawby's password-protected laptop, Google Drive files and folder, or password-protected accounts on third party services such as NVivo, Alchemer.
- On Arts Council England's records management system/s
- On your Collaborative Lead's system (a Collaborative Lead is a teacher from a school in your local Creativity Collaboratives network. It could be that the Collaborative Lead is a teacher at your child's school, or it could be that the Collaborative Lead is a teacher at another school in your region.)
- Survey responses will also be stored on ADA's [Alchemer online survey](https://www.alchemer.com/survey/) account. You can find out more about Alchemer here: <https://www.alchemer.com/survey/>

Audio and/or recordings of meetings/workshops/interviews/focus groups etc. may be shared with a third-party transcription service provider. As such, your or your child's data may be temporarily stored on their systems. ADA will ensure that a data sharing/privacy agreement is in place with such service providers to ensure that any personal information you or your child share is kept safe.

All files and folders that contain sensitive and/or personal information (such as names and email addresses) will be password protected.

Any hard copies of data gathered during this evaluation phase will be converted to digital files and stored in the ways listed above. Hard copies will then be stored in a secure location by Abigail D'Amore Associates until the end of the project, at which point they

	<p>will either be destroyed or passed on to Arts Council England who will continue to store them in a secure location for as long as they hold them.</p> <p>During this project, data storage will primarily be managed by Abigail D'Amore Associates Ltd with additional support and oversight from your school and Arts Council England. Once the project has ended, data storage will be managed by Arts Council England.</p>
How long is the personal information kept for?	<p>You / your child's data will be retained by all or some of the parties until the end of the evaluation project, which is expected to run until 31 October 2026 as a maximum.</p> <p>After the evaluation report is finished, the parties will give Arts Council England the data to store for a 5 year period. Arts Council England may use this data for the purpose of assessing the impact and effectiveness of the project.</p>
Is the information transferred outside the UK and EEA?	<p>Yes, some of the sub-contractors or third party service providers used to process data mean that data may be transferred outside the UK and EEA, but we have ensured that there are adequate mechanisms and safeguards in place.</p> <p>For a transfer of Personal Data to relevant territories that are subject to Adequacy Regulations, the relevant mechanism for compliance with the Data Protection Legislation are the Adequacy Regulations.</p> <p>For transfer of Personal Data to territories which are not subject to Adequacy Regulations, the Processors and any of their sub-contractors/third party service providers have in place sufficient Standard Contractual Clauses, intra-group agreements, and/or data processing</p>

	<p>agreements that are deemed by them to be required for compliance with the Data Protection Legislation.</p> <p>If you would like any more information about these mechanisms, please contact us.</p>
<p>Who is responsible for your data for this project?</p>	<p>You / your child's school and the Arts Council of England will be the Controllers of your Personal Data. This is because they have decided the 'how' and 'why' the data is processed.</p> <p>You can find out more about the way Arts Council England handles your / your child's data here: https://www.artscouncil.org.uk/our-organisation/data-protection</p> <p>You can find out more about the way your / your child's school handles your data by contacting the school or on their website.</p> <p>Abigail, Eleanor, and Sarah will be Processors of your Personal Data. A Processor processes Personal Data on behalf of the Controllers, in accordance with their instructions.</p>

Your rights

We must ensure that your personal data is:

- Treated fairly and lawfully
- Collected only when we need it
- Accurate and kept up to date
- Kept for no longer than needed
- Kept securely

We will protect your data against:

- Unauthorised or unlawful processing
- Accidental loss
- Destruction or damage

You have the right to:

- Be informed about how we process and use your data. This is why we have given you this privacy notice.
- Request access to your personal data.
- The right to request that we change or rectify any false or misleading information collected about you or your child during this evaluation process.
- Request the restriction or suppression of your personal data
- Request that we erase or delete your personal data
- Move, copy, transfer or reuse the personal data we retain in a safe and secure way (often referred to as Data Portability)
- Object to the processing of your personal data
- Be informed about automated decision-making and profiling
- The right to withdraw consent for your participation in the evaluation process and for your personal data to be used within the evaluation.

Further information about your rights can be found here: <https://www.gov.uk/data-protection>

You can request any of the above by contacting the contacts below.

Contact Information

Acting as Independent Data Controllers:

1. The Arts Council of England on

Email: Information@artscouncil.org.uk

Post: Arts Council England, The Hive, 47 Lever Street, Manchester, M1 1FN.

Phone: 0161 934 4317 (10am to 4pm)

Data Protection Officer: David Bryant Senior Manager, Governance and Data Protection Officer

2. Greenhaugh Primary School

3. Data Protection Officer: Vicki Evans, NCC

Acting as Data Processors:

1. Abigail D'Amore Associated Limited (Director: Abigail D'Amore) email c.collaborativeevaluation@gmail.com

2. Eleanor Rattenbury: rattene@hotmail.com

3. Sarah Mawby: sarahlmawby@gmail.com

We may need to verify your identity before we consider your request. After this, you will receive a response from us within one month.

If your request is **within the evaluation process** (i.e until October 2026), please email: c.collaborativeevaluation@gmail.com

If your request is **after the evaluation process** has concluded, but within the period in which the Arts Council England retains your data, please contact the Arts Council England at: information@artscouncil.org.uk

Complaints about how we collect and use your data

If you are not happy with the way we have processed your personal data or have any other complaints in relation to this privacy notice, in the first instance we would welcome the opportunity to discuss this with you and request that you make a complaint directly to us with the details given.

However, you do have the right to make a complaint at any time to the Information Commissioner's Office: via their website <https://ico.org.uk/global/contact-us/> or in writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Review

If the way we handle your information changes, we will notify you by an update to this Privacy Notice.