



Department
for Education

Privacy Notice for the International Survey of Adult Skills

Who we are

This work is being carried out by Kantar Public in partnership with NatCen and the National Foundation for Educational Research (NFER), who have been contracted by the Department for Education (DfE) to deliver the project in England. For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the International Survey of Adult Skills, and Kantar Public, NatCen and NFER are our data processors.

How we will use your information

Our contractors (Kantar Public and NatCen) will receive your personal data directly from you during the survey.

The aim of this project is to build a clearer picture of some of the tasks that adults undertake in their daily lives, such as reading, counting, finding information, and using computers and technology. It will also help us to understand more about the education and work experiences of people in England, which should help us to ensure people have the necessary skills for the future. We will compare the data from England with the data collected in other participating countries. This will allow us to understand the relative strengths and weaknesses of England compared to other countries, in terms of adult skills.

More information about the International Survey of Adult Skills is available from www.isasengland.com.

The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- Your address, as taken from the Royal Mail's Postcode File
- Your survey responses, including any information you share on your:
 - ethnicity
 - gender
 - date of birth
 - political opinions
 - health
 - employment
 - income
 - personal contact data

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant conditions are:

- Survey responses, personal contact data and linked administrative data
 - Article 6(1)(e) UK GDPR: to perform a public task as part of our function as a department
- Special category data (personal data such as ethnicity, political opinions, and health)
 - Article 9(2)(j) of the General Data Protection Regulation): necessary for archiving, scientific, historical research or statistical purposes

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners who we have employed to process your personal data on our behalf, and/or other organisations with whom we need to share your personal data for specific purposes.

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation.

For the purpose of this project:

- We are employing Kantar Public and NatCen to process your personal data on our behalf. After you have taken part in the International Survey of Adult Skills, Kantar Public and NatCen will pseudonymise your personal data, which means they will remove your name and anything else which could be used to identify you and replace it with a code, and they will send it to the study organiser (the Organisation for Economic Co-operation and Development (OECD)) and their contractors. The OECD and their contractors will put the pseudonymised data from England with the data from the other countries taking part in the International Survey of Adult Skills. NFER, one of the organisations which we have contracted to deliver the International Survey of Adult Skills in England, will also receive the pseudonymised data to report on results in England on our behalf.
- DfE will also get a full copy of the dataset, including your personal data, and this will be held securely on DfE servers. We may share your data with other people and organisations who want to use it for research. We will only share pseudonymised data, which means your name and anything else which could be used to identify you will be removed and replaced with a code. The results of any research will be anonymous and you will not be identifiable in any published datasets and reports.
- We will ask you during the study if we can contact you within the next 2 years to take part in similar research. If you say yes, we will keep a record of your contact details for the next 2 years. We may be asked for access to your

contact details by other researchers in DfE or independent researchers who are undertaking similar research to the International Survey of Adult Skills, who may want to contact you to ask if you want to participate in their projects. We will only consider sharing data with accredited researchers whose projects are approved by DfE's Data Sharing Approval Panel. You remain in control of your personal data at all times and can ask for your contact details to be removed from our record at any point during the 2 years. You do not have to say yes if you are invited to take part in any future research. If you say that you do not want to be contacted in the future, we will not share your contact details with anyone outside of this project.

- During the study, we will ask you if we can link your survey answers with data from other government departments and agencies, using your personal data (such as your name, address and date of birth). To do this, we may share your data with other government departments. Where we do this, we will ensure that data sharing agreements are in place to make sure that your information is kept secure. We will not link your data with data from any other organisation if you object to us doing this.

Transfer to Countries Outside the UK

Kantar Public and NatCen (on our behalf) will send the pseudonymised data from your responses to the International Survey of Adult Skills to the study organiser (Organisation for Economic Co-operation and Development (OECD)) and their contractors, who are based outside the UK.

How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purposes of this piece of work, after which point it will be securely destroyed.

Kantar Public and NatCen will retain your data until 3 years after the results are published (scheduled for December 2024), at which point it will be securely destroyed. This is in order to allow time to investigate data queries.

DfE will retain your data indefinitely for the purposes of the International Survey of Adult Skills and related research. Under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes. Data retained will be subject to regular review.

Your data protection rights

More information about how the DfE handles personal information is published here: [Department for Education personal information charter](#).

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the '[DfE contact form](#)' in the Personal Information Charter at [Department for Education personal information charter](#) under the 'Make a subject access request' section.

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at [Individual rights | ICO](#).

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 10th August 2022.

Contact information:

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter International Survey of Adult Skills as a reference. For the Data Protection Officer (DPO) please contact us via <https://www.gov.uk/contact-dfe> and mark it for the attention of the DPO.