

Privacy Notice for Pupils in the Attendance Mentors Project

1. What is this notice about?

This notice is to tell you how we will use your personal data. “Personal data” means details about you like your name, age, or how you do in school. It’s important we tell you this because it’s the law.

The Attendance Mentors Project is trying to see if having a mentor can help pupils go to school more often. A mentor is a person who gives you advice and support.

The project is run by several groups:

- The Centre for Evidence and Implementation (CEI) is doing the research.
- Etio provides the mentors.
- The Department for Education is funding the mentoring.
- The Youth Endowment Fund is funding the research.

All these groups will protect your personal information and keep it safe.

2. What information will we collect?

At the start of the project, you will be given more information about what it involves. If you do not want to share your data with the researchers, you can say no.

We may collect:

1. From you:
 - Your email
 - The name of your school
 - Your answers to questions in a survey or interview (if you take part)
2. From your school:

This is normal information that your school already has

 - Your name, date of birth, and gender
 - Information about your attendance and how you are doing in school
 - If you get free school meals or extra support
 - If you get other support at school or at home
 - Whether you have any disabilities or special needs
3. From your mentor:
 - Notes about your mentoring sessions (how often you meet, what you talk about)
 - Information you share about your feelings, home life, or health (if you choose to share it)

3. What will we do with your information?

This project is allowed to use your personal information because it helps the public. This is called 'Substantial Public Interest'. Your personal information will be used in line with a law called the Children and Families Act 2014. All organisations named in this document have a legal right to use your information called 'Public Task' and some use 'Legitimate Interest'.

We will **only** use your information to:

- Run the project
- Check if the mentoring is helping pupils
- Write a report at the end of the project (your name will not be in it)

4. Who will see your information?

- The research team
- The Department for Education
- Your mentor (some information only)
- The Office for National Statistics (for archiving only)

We will never share your data outside the project team unless the law says we have to.

All the information used in this project is confidential. 'Confidential' is another word for secret. We keep your data safe on secure computers with passwords. Only people working on the project can see it.

5. How long will we keep your information?

We will keep your information for two years after the project ends. After that, we delete it unless there's a legal reason to keep it longer.

Some information about your attendance and survey answers will go into a secure archive (a safe place for data) for future research. This data will be pseudonymised, meaning no one will know the data is about you.

This table shows what we will use your data for:

PARTICIPANT GROUP	DATA TYPE	COLLECTED BY	PURPOSE	ARCHIVE?
YOUNG PEOPLE	Administrative data	Your school	Research	Yes
	Delivery information	Your mentor	Research	Yes
	SDQ results	Research team	Research	Yes
	Qualitative interview data	Research team	Research	No
	Contact information	Your school	To contact you	No
	Identifying information	Your school	Archiving	No
	Personal information	Your school	Research	Yes

6. What are my data rights?

According to the law, you have these rights about your data:

- You can ask to see your information
- You can ask us to fix anything wrong with it
- You can ask us to delete it or stop using it, in some cases

We will never use your data for marketing purposes.

If you have questions or complaints, contact **dpo@ceiglobal.org** or call the **Information Commissioner's Office** on **0303 123 1113**.