

**Privacy Statement for principals and teachers participating in PDST's sustained support for Restorative Practice and Phase 4 of *Development of a framework for the evaluation of Teachers' Professional Learning*.**

**Identity and contact details of controllers:**

Professional Development Service for Teachers (PDST)  
14 Joyce Way  
Park West Business Park  
Nangor Road  
Dublin 12  
Email: [info@pdst.ie](mailto:info@pdst.ie)

and

Educational Research Centre (ERC)  
DCU St Patrick's College Campus  
Drumcondra  
Dublin 9  
D09 AN2F  
Email: [tpl@erc.ie](mailto:tpl@erc.ie)

**For which purpose are data collected and processed?**

The ERC is currently working on a research project for the Department of Education to develop an evaluation framework for Teachers' Professional Learning (TPL) in Ireland. For further information, see [www.erc.ie/overviewTPL](http://www.erc.ie/overviewTPL) or contact [tpl@erc.ie](mailto:tpl@erc.ie).

The final phase of the research project involves gathering detailed information about one particular professional development opportunity in the area of student wellbeing to inform the development of the TPL evaluation framework and the PDST's sustained support for Restorative Practice has been identified as a suitable area.

The PDST uses questionnaires and reflective templates as part of the process of facilitating and evaluating sustained support for Restorative Practice. As part of the ERC's research project, two additional questionnaires will be distributed to teachers in participating schools before and after their participation in this TPL. No additional work is required for school principals, as regardless of the school's participation in the ERC's research, the PDST will invite school principals to complete questionnaires before and after the TPL and to complete a reflective template.

Principals and teachers can choose to share their questionnaire and reflective template data with the ERC for the purpose of the development of the TPL evaluation framework. The ERC will use any data shared by the PDST on behalf of principals and teachers for this purpose.

This project and the processing of personal data from this project is in line with the ERC's general legal obligations and functions to carry out research, as set out under S.I. No. 392 of 2015, as amended. The ERC also relies on the explicit consent of the data subjects to process both ordinary data, as well as any special category personal data that may be volunteered by the data subjects who participate in this project. The PDST shall be responsible for the collection of this consent and for ensuring compliance with the consent requirements pursuant to the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA).

### **Which information is requested?**

Principals and teachers are requested to complete questionnaires both before and after their participation in sustained support for Restorative Practice. Principals and teachers will also be asked to complete a reflective template after each TPL session. Schools' roll numbers, schools' sector, and a principal/teacher unique identification code will be gathered on each questionnaire and reflective template entry. This means that the data are pseudonymised before the data are shared.

- Principals and teachers will not be disadvantaged in any way by non-completion of the questionnaire or reflective template.
- By filling in and returning a completed questionnaire or reflective template, a study participant (principal or teacher) is agreeing to the collection and processing of their data within the questionnaire or reflective template.
- Withdrawal of agreement to the processing of data without stating any reason can be made by any participant after data have been submitted, within the stated timeframe for withdrawal of data. The timeframe for withdrawal of data will be clearly stated on each questionnaire and reflective template.
- Any participant who wants to remove or amend their information can contact the Educational Research Centre (at 01 8373789 or [tpl@erc.ie](mailto:tpl@erc.ie)).
- Queries related to how personal information is protected can be directed to the ERC's Data Protection Officer ([data.protection@erc.ie](mailto:data.protection@erc.ie)).

### **What kind of data are collected?**

Data from answers to the questions from every completed questionnaire and reflective template are collected and stored. This is in the form of numbers representing selections (for example, responses to a multiple-choice question), or text (for example, responses to open-ended questions and responses to reflective template questions).

The questionnaires and reflective templates will be filled in online via an online survey tool. The PDST are responsible for collection of consent and data for this study. The PDST will share the pseudonymised data from consenting participants (principals and teachers) with the ERC via a secure data file transfer method.

### **Where, how and for how long are data stored by the ERC?**

- *At the ERC, the data are stored as follows:*

Pseudonymised data files stored by the ERC will be password-protected. The files will be stored in a dedicated folder on the ERC's server. Data files will be accessed by ERC staff using encrypted laptops while staff are working remotely. ERC staff will take responsibility for the safe storage and timely anonymisation of data shared with them by PDST, in line with GDPR. All data files will be fully anonymised by the ERC before the end of March 2023. School roll numbers will be replaced with an anonymised numbering system (e.g., school 1, school 2, etc.) and principals' and teachers' unique ID codes will be replaced with numbers (e.g., teacher 1 in school 1, teacher 2 in school 1, etc.). A copy of the anonymised data set will be retained on the ERC's server.

### **With whom and how are data shared by the ERC?**

The ERC does not intend to share this data with any other party. The PDST will gather consent and data in this study and share data from consenting participants (principals and teachers) with the ERC.

**Related data**

None.

**Public accessibility**

Data from this study will not be made publicly available by the ERC.

**Rights of Data Subjects:**

Data Subjects are entitled to the rights set out in Articles 15-20 GDPR.

Data Subjects have the right to lodge a complaint with a supervisory authority. The relevant authority in Ireland is:

Data Protection Commission

21 Fitzwilliam Square South

Dublin 2 D02 RD28

Website: [www.dataprotection.ie](http://www.dataprotection.ie)

<https://www.dataprotection.ie/en/contact/how-contact-us>

Phone: 01 7650100 / 1800 437 737