

Data Protection Privacy Notice for ESRC Review of the PhD in the Social Sciences – Consultation with current students and graduates

Introduction

UK Research and Innovation (“UKRI”) on behalf of the Economic and Social Research Council (“ESRC”) has commissioned CFE (Research & Consulting) Ltd (“CFE”) in partnership with the University of York to carry out research into the PhD in the social sciences. CFE and the University of York will seek to engage a wide range of UK and international stakeholders, higher education (HE) staff employers, students and graduates in this review to explore their views and experiences of current provision and how it could be improved.

This privacy notice explains what data we will collect for this review, how the data will be used, who it will be shared with, your rights, and how to make a complaint. All personal data provided to UKRI via this research will be processed in accordance with current UK data protection legislation and the EU General Data Protection Regulations 2016/679 (GDPR) where appropriate. Further details can be found in the guidance notes and in the UKRI Privacy Notice (<https://www.ukri.org/privacy-notice/>).

UKRI is the data controller which means they determine the purposes and means of processing any personal data provided by respondents who take part in the review. CFE is the data processor.

Who we are

CFE Research

CFE is an independent social research company, providing research and evaluation services to government departments, public sector agencies, educational providers and voluntary and community organisations. You can find more information about CFE and the work that it does at: <http://cfe.org.uk/>

CFE is registered with the Information Commissioner’s Office (ICO). Its registration number is Z1243130 and you can check its entry details on the ICO’s website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

The ESRC

The ESRC is one of nine Research Councils within UK Research and Innovation (UKRI), an organisation that brings together the Councils, Innovate UK and Research England. The ESRC is the UK's largest organisation funding research on economic and social issues. It supports independent, high quality research which influences business, the public sector and the charity and voluntary sector. You can find more information about the ESRC and the work that it does at:

<https://esrc.ukri.org/>

The ESRC is registered with the Information Commissioner's Office (ICO). Its registration number is Za333592 and you can check its entry details on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>.

What is the review of the PhD in the social sciences?

The ESRC is undertaking a review of the UK doctoral provision in the social sciences. The research conducted by CFE and the University of York research team will contribute to this review by identifying the strengths and weaknesses of current doctoral training and how effectively it prepares graduates to progress and succeed in their chosen careers. The findings will inform recommendations for potential revisions to the structures, funding, and content of the social sciences doctorate. The aim is to ensure a diverse student population and optimise the value of social science graduates to a range of employers in a competitive global economy.

To meet the objectives of this review, CFE the University of York are carrying out a series of research activities between July 2020 and March 2021: a rapid evidence review of effective practice in UK and international doctoral programmes; analysis of secondary data on doctoral graduate destinations; and an online consultation on doctoral provision with the higher education sector. The views and experiences of UK and international stakeholders involved in the funding, design, and delivery of doctoral provision, as well as the views of employers of social science doctoral graduates within and outside of academia, will be captured through interviews, focus groups and a series of stakeholder workshops.

Consultation with current students and graduates

The views and experiences of current social science doctoral students and recent graduates are vital to this review. They will help the ESRC to understand the strengths and weaknesses of current doctoral provision and how it helps graduates to progress and succeed in their chosen careers. Findings from the review will inform recommendations for potential revisions to the structures, funding, and content of the social sciences doctorate. This will help to ensure a diverse student population and optimise the value of social science graduates to a range of employers in a global economy.

Online survey

A students and graduates doctoral experiences survey will be conducted by CFE on behalf of the ESRC. The survey will be designed to capture the views, experiences and issues faced by current doctoral students and recent doctoral graduates within the

social sciences. The survey explores motivations for doing a doctorate, funding, supervision and assessment, the impact of doing a doctorate on wellbeing and the impact of doctoral study on career aspirations and development.

Follow-up interviews and focus groups

The survey will contain a recall question asking respondents to indicate their willingness to take part in a short follow-up interview or focus group discussion. The survey will comprise mainly closed questions that ask respondents to select from a list of pre-determined answers. The interviews/groups discussions will add qualitative depth to the statistical data generated through the survey. The purpose of the follow-up interviews/group discussions is to understand the reasons for students' and graduates' survey responses. This will include an exploration of the wider contextual factors that may have influenced their experiences of doctoral level study and/or their chosen career path and how, in their view, doctoral provision could be enhanced to better prepare graduates for careers within and outside academia in a competitive, global economy.

In view of COVID-19 restrictions, to ensure the safety and security of respondents and researchers, all fieldwork activities will be conducted remotely, either by telephone or video conference. If the restrictions are lifted within the timeframe for the research, and it is safe to do so, the stakeholder workshops will be held face-to-face at a range of locations throughout the UK.

Why are we collecting your personal data and what data are we collecting?

The survey asks you to provide some information about yourself so that CFE can be confident that the findings reflect the diversity of social sciences doctoral students and graduates. This information will also be used to inform the sampling for the follow-up interviews/group discussions and to contact those who are selected.

So that we can be confident that the survey findings reflect the diversity of views, you will be asked to tell us:

- your gender
- your age group
- your ethnic group,
- whether you have a disability, and
- whether you have any caring responsibilities.

If you prefer not to tell us this information, you are able to leave the question blank or select the option 'prefer not to say'.

You will be asked if you would be willing to be contacted to take part in a telephone interview or an online focus group. If you are willing to be contacted, you will be asked to provide the following personal data at the end of the survey:

- your name

- your email address
- your mobile phone number

We would like to speak to employers of social science doctoral graduates to explore why they employ staff with doctoral level qualifications, what skills and value they perceive doctoral graduates add to their organisations, and how doctoral training could be developed or improved to ensure future graduates have the skills they need. You will be asked if you would be willing for CFE to contact your employer for this purpose. If you agree, you will be asked to provide the following personal data at the end of the survey so we can send you further information to pass on to your employer:

- your name
- your job title
- the name of the company or organisation you work for
- your email address

What we will do with your personal data

We will use your personal data in the analysis of the survey data to understand if there are any differences in the views and experiences of sub-groups of students and graduates, for example, differences between males and females, or younger and older respondents.

If you agree to be contacted in connection with this review and provide your name and contact details, a member of the research team from CFE or the University of York may invite you to take part in an individual telephone interview or an online group discussion with other students or graduates.

If you agree that the research team can contact your employer in connection with this research, a member of the research team may contact you and invite you to share information about the research with your employer as well as an invitation for your employer to take part.

Data sharing for the purposes of this review

CFE will not share any personal information with ESRC. CFE will share an anonymised dataset from the review with the ESRC for their records and for future research that will be stored indefinitely with the UK Data Service (<https://ukdataservice.ac.uk/>). When data is transferred to the UK Data Archive service by CFE, data will be encrypted in transit and securely stored and in compliance with data legislation.

Publication of results

We will never publish your personal information. We won't share your data with another organisation unless you specifically give us consent to do so. Our published reports, and any future academic outputs arising from this review, will contain only

anonymised data and aggregated results. No individual or employer will be identifiable in the published results.

Legal basis for using your personal data

Under data protection legislation, we must identify a legal basis for collecting and processing your personal data for the purposes set out above.

In this case the legal basis is **consent**:

- You have given consent to the processing of your personal data for one or more specific purposes (see GDPR Article 6(1)(a)).

Consent must be a clear positive action that you have given your agreement to the use of your personal data.

- By providing a response to questions set out above concerning your gender, ethnicity, disability status and caring responsibilities you are consenting to that data being processed for the purpose of the ESRC review of the PhD in the social sciences.
- You will be asked to give your consent to CFE to use the personal data you provide to contact you in connection with this review by checking a box.

Withdrawal of consent

You can withdraw your consent for us to use your personal data at any time, including during data collection. You can request we withdraw your data up until the point it has been fully anonymised. Anonymisation will take place 5 working days after data collection has happened. After 5 working days, CFE will anonymise the data, and it will not be possible to identify you from any of the data we hold.

If consent is withdrawn, we will destroy all relevant personal data unless we are relying on a different legal basis to justify keeping your personal data. If that is the case, we will tell you in writing. Withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.

How to withdraw your consent

If you have any concerns regarding the processing of your personal data, or you wish to withdraw your data from the research, you can contact:

Dr Sarah Tazzyman, CFE Research, Phoenix Yard, Upper Brown Street, Leicester, LE1 5TE; email: sarah.tazzyman@cfe.org.uk; telephone: 0116 229 3300

Dr Lucy Thorne, Economic and Social Research Council, Polaris House, North Star Avenue, Swindon, SN2 1UJ; email: Lucy.thorne@esrc.ukri.org; telephone: 01793 413034

The Department of Education Ethics Committee, University of York; email: education-research-admin@york.ac.uk

How your personal data will be stored

Personal data stored by CFE in electronic form is encrypted and password-protected. Your personal information will be stored securely within the UK and will not be transferred outside that territory unless required by a court order.

How long your personal data will be kept for

We will keep personal data collected as part of the ESRC review of the PhD in the social sciences until the end of September 2021, 6-months after the study ends, if you consent to CFE contacting you in connection with this review only. After that time, it will be securely deleted by CFE. As noted, CFE will share an anonymised dataset with the ESRC for storage with the UK Data Service on completion of the review.

Your rights

The data that is being collected is your personal data and you have considerable say over what happens to it. You have the right to request:

- information about how your personal data is processed
- a copy of your personal data
- inaccurate personal data held about you is corrected
- your personal data to be deleted
- processing of your personal data is restricted
- a copy of your information in a format that allows easy transfer (“data portability”), and
- that you are not subject to automated decision making or profiling (if these take place).

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal data. Further information can be found about these rights on the ICO website: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

How to contact us

Further information about CFE’s processes for handling such requests is available by contacting CFE’s data protection officer:

Sarah Trivedi
CFE Research
Phoenix Yard
Upper Brown Street
Leicester
LE1 5TE

Tel: 0116 229 3300

Email: sarah.trivedi@cfe.org.uk

If you would like to exercise any of the above rights, please get in touch with the CFE data protection officer.

Making a Complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk/>

Changes to this Privacy Notice

This notice will be reviewed in October 2020. This version was written on 2nd July 2020.

Further Information

If you need any further information about this review, how we collect your personal data or what we do with it, please contact:

Dr Sarah Tazzyman, CFE Research, Phoenix Yard, Upper Brown Street, Leicester, LE1 5TE; email: sarah.tazzyman@cfe.org.uk; telephone: 0116 229 3300

Dr Lucy Thorne, Economic and Social Research Council, Polaris House, North Star Avenue, Swindon, SN2 1UJ; email: Lucy.thorne@esrc.ukri.org; telephone: 01793 413034