Ri Masterclass Organiser Handbook 3

Data protection requirements and guidelines

The Royal Institution (Ri) requires that all Masterclass groups abide by the prevalent data protection legislation, in collecting and processing personal data related to Ri Masterclass series.

This handbook outlines the scope and limitations of what data processing can be undertaken in order to run a Masterclass series.

- The Ri acts as the data controller and sets the purpose for which personal data can be collected to deliver its Masterclass programme.

- Masterclass organisers act as data processors.

If you need to work with Masterclass data in any way that extends beyond the scope of this document, please talk to your Masterclass subject coordinator about setting up a Joint Data Controller Agreement **before collecting or processing any data**. This includes recording and storing video of online Masterclasses - if your organisation requires you to do this, please contact your Masterclass network coordinator.

1.   Definitions

Data protection legislation: The Data Protection Act 2018 (DPA 2018), the UK General Data Protection Regulation (UK GDPR) and Privacy and Electronic Communications Regulations (PECR).

Data subject: Any information relating to a person (a 'data subject') who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

Data controller: the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Data processor: a natural or legal person who processes[1] data on behalf of the data controller. Shares accountability for data protection compliance with the data controller. Liable for any data breaches and therefore shares the financial burden of fines with the data controller. *Note: everyone listed on the organiser agreement is a processor, including the supervisors.*

Joint Data Controller Agreement (JDCA): This is a separate agreement in which two or more data controllers jointly determine how and why to process data. This is only needed for Masterclasses where a Masterclass organiser needs to retain data for purposes other than directly running or anonymously evaluating the series, for example

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[1] Data processing includes the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data.

to retain students' details on a Higher Education Tracking database, or taking and retaining recordings of online sessions which include students for safeguarding purposes.

Personal data: means any information relating to a natural person who can be directly or indirectly identified in particular by reference to an identifier.

Special category data: these include racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health or sex life, sexual orientation*.

2.   Ri data protection guidelines for Masterclass organisers

This section offers general guidance on complying with the data protection legislation, with specific reference to the Ri Masterclasses programme. **Reading these guidelines does not constitute sufficient training to handle personal information.** You should familiarise yourself with the Ri Data Protection Policy at https://www.rigb.org/policies.

If you have any further questions about Masterclasses and data protection or need any further support, please contact the Ri Masterclass team before collecting any further personal data.

2.1.   Key principles

Running Masterclasses involves the collection and processing of data that includes personal data about adults and children participating in the series. The Ri and Masterclass organisers are legally obliged to ensure that this information is stored, processed and disposed of in a safe and secure manner, in line with the Ri Data Protection Policy and the data protection legislation.

The key principles that must be adhered to are:

- Lawfulness, fairness and transparency: There must be valid grounds for personal data processing which must be clear and honest.

- Purpose limitation: The purpose for processing needs to be clear and documented. In this instance personal data is collected and processed for the purposes of running and evaluating the Masterclass programme.

- Data minimisation: Must be proportinate to the purpose above.

- Accuracy: Ensure that personal data collected and processed is accuarte and not misleading.

- Storage limitation: Personal data must not be held for longer than necessary.

- Integrity and confidentiality (security): Appropriate security measures are in place to protect personal data and prevent unauthorised access.

- Accountability: Responsibility over what happens with the personal data and compliance with the principles above.

3. Data collection and sharing

The data you collect on behalf of the Ri in order to run a Masterclass series may include:

Data Subject	Type of data	Purpose[2] for which data is collected	Anonymised at point of collection?	Data shared with Ri?
Students	Name (including preferred name, where collected)	Running series	No	Yes
	Home postcode	Running series; evaluation	No	Yes
	Date of birth	Running series	No	Yes
	School name and postcode	Running series; evaluation	No	Yes
	Gender (optional)	Running series; evaluation	Series consent/ nomination forms: No; Evaluation forms: Yes	Yes
	Health and accessibility information (special category data)	Running series	No	No*
	Ethnicity information (special category data; optional)	Evaluation	Yes	Yes
	Age (optional)	Evaluation	Yes	Yes
Parents/carers and/or emergency contact(s)	Name	Running series	No	Yes
	Phone number	Running series	No	No*
	Email address	Running series	No	Yes
	Relationship to child	Running series	No	No*
Consent: typically parent/carer consent for students aged 15 and below, student	For Masterclass attendance	Running series	No	Yes
	For Ri/Masterclass organiser data processing	Running series;	No	Yes
	For photography (optional)	Running series	No	Yes

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[2] *Please note that "Running series" includes direct Ri follow-up activities, such as Masterclass Celebration Events; mention of these is included in the privacy statement on the consent forms.*

* This information is shared with the Ri when Ri electronic recruitment forms are used, or for teacher data only, requested if a Masterclass organiser is ceasing to work with the Ri and such contacts are needed for new local organisers or the Ri to take over the running of the series.

consent for students aged 16+	(IF APPLICABLE) For data to be kept for Higher Education Access Tracker (HEAT) database or equivalent (JDCA must be in place; NB consent age may vary)	Evaluation and local follow-up activities/tracking	No	Yes
Masterclass supervisors	Name	Running series; safeguarding	No	Yes
	Phone number	Running series; safeguarding	No	Yes
	Email address	Running series; safeguarding	No	Yes
	Organisation (e.g. place of work)	Running series; safeguarding	No	Yes
	Vetting check information (special category data)	Running series; safeguarding	No	Yes
	Confirmation that Ri safeguarding procedures will be followed	Running series; safeguarding	No	Yes
	Where provided, health and/or accessibility information (special category data)	Running series	No	No
	(If attending training sessions) Gender, Ethnicity & STEM background (all optional)	Evaluation	Yes	Yes
Speakers and helpers	Name	Running Series; safeguarding	No	Yes
	Phone number	Running Series	No	No
	Email address	Running Series	No	No
	Organisation (e.g. place of work)	Running Series; evaluation	No	Yes
	Confirmation that Ri safeguarding procedures will be followed	Running series; safeguarding	No	Yes
	Where provided, health and/or accessibility information (special category data)	Running series	No	No

	(If attending training sessions or delivering new Masterclasses) Gender, Ethnicity & STEM background (all optional)	Evaluation	Yes	Yes
Organisers	Name	Running Series; safeguarding	No	Yes
	Phone number	Running Series	No	No
	Email address	Running Series	No	No
	Organisation (e.g. place of work)	Running Series; evaluation	No	Yes
	Acceptance of Masterclass Organiser Agreement	Running series; compliance/ safeguarding	No	Yes
	(If attending training sessions) Gender, Ethnicity & STEM background (all optional)	Evaluation	Yes	Yes
Teachers nominating pupils	Name	Running series	No	Yes*
	Phone number	Running series	No	Yes*
	Email address	Running series	No	Yes*
	School (name and postcode)	Running series, evaluation	No	Yes

You should collect no more personal data than is necessary to run the Masterclass series in a safe and effective manner. Student health information is the only special category data that you should need to collect in order to run a Masterclass series, though additional special category data (e.g. ethnicity) may be collected on anonymous evaluation forms – see above. Where it could be possible to identify individuals through a combination of their answers or due to other statements made on the forms, it should still be treated as special category data. See Section 5 for more details on anonymising data.

If you are currently, or are planning to collect any further information classified as special category data please contact your Masterclass subject coordinator before taking any further steps to do so. **This includes video recordings of online Masterclasses collected for safeguarding purposes.** Additional data collected must be agreed under a Joint Data Controller Agreement (JDCA).

At the point of collecting data you should also be obtaining parental consent for Masterclass participation for anyone under the age of 16 (including helpers). If media waivers (photo, video etc.) are collected, they must also be signed by the person holding parental responsibilities for these participants.

All data sharing must be secure – electronic data can be shared via email in password-protected files, physical records should be posted directly to the Ri, care of a Masterclass team member or delivered directly to an Ri Masterclass team member.

Personal data must never be shared with any other party unless there is a specific need and consent has been obtained from the data subject or, if under 18, the person holding parental responsibilities for them. Sensitive (special category) data must not be shared with third parties. In any case, please contact the Ri if you intend to modify the consent statements to include a third party for any reason.

In some cases, data retained under legitimate interest for organising Masterclasses (for example, contact details for regular contributors – such as speakers, supervisors or helpers – or nominators) may need to be shared with the Ri. This will be required if an Masterclass organiser ceases to organise Ri Masterclasses so that contributors and nominators can still be involved in future series under a new organiser.

See Appendix 1 for more details on data collection and processing for Masterclasses.

4.   Storing data

Data must be stored securely and access to personal data must be controlled and limited to only those who need to use the data for the purpose for which it was originally collected.

- Physical files (personal data on paper, for example) must be stored in a secure storage container and must be destroyed once no longer needed
  - o Where physical files must be used in Masterclass sessions (e.g. printed emergency contact information) they must be held by the Masterclass supervisor and only made accessible to those who may need to use them – e.g. helpers and speakers may need to know how to access the information in case of an emergency
  - o Any documents which will be visible to workshop participants should only contain limited personal information which is essential for delivering a Masterclass session – consider what information is necessary for each of the roles involved in staging Masterclasses
- Digital files containing excessive amounts of personal data (such as lists of students) must be password protected, or access to those files should otherwise be controlled. Sharing of these files between committee members should use secure platforms, where access should be limited to only those who absolutely need access. Guidance is available on the Information Commissioner's Office website, ico.org.uk

5.   Appropriate data retention

Personal data should only be held for as long as necessary to serve the purpose for which it was originally collected. This means that non-anonymised/pseudonymised student details should not be kept beyond the academic year that students are participating in the Masterclasses programme. During or at the end of a series, all personal data related to participating students must be submitted to the Royal Institution (your Masterclass coordinator will request this along with your End of Series Report, if not before). Once submitted to the Ri, you must destroy all personal student and parent/carer data collected for running that Masterclass series from your records.

Where you are retaining and/or using images or recordings that include Masterclass students, a log of consent statements should be retained and should not be anonymised.

Some organisations may need to retain personal data for other purposes, such as higher education tracking. This must be agreed in advance under a Joint Data Controller Agreement (JDCA) with the Ri. The data collected, purposes and methods of collection and retention will need to be detailed in the JDCA. The Ri has a JDCA template for Masterclass groups.

Note that you can retain personal data for stakeholders such as speakers, supervisors, helpers and teacher nominators in order to contact them again since this is a core requirement for running Masterclasses, based on your legitimate interest. Communications with these stakeholders based on legitimate interest should be limited to necessary communications for Masterclasses and not include e.g. promotions for other events.

5.1. Anonymising or pseudonymising data for evaluation

You may wish to retain some anonymised or pseudonymised data for evaluation purposes. This could include:

- Data collected anonymously on evaluation or feedback forms, such as age, gender and ethnicity

- Data collected as part of the recruitment process which is then anonymised or pseudonymised for evaluation purposes, such as postcode (e.g. for analysing indices of multiple depravation scores), age, gender and school name/postcode.

> The ICO gives the following guidance[3] on what counts as anonymisation vs. pseudonymisation:
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> *"Anonymisation means that individuals are not identifiable and cannot be reidentified by any means reasonably likely to be used (i.e., the risk of reidentification is sufficiently remote). Anonymous information is not personal data and data protection law does not apply.*
>
> *Pseudonymisation means that individuals are not identifiable from the dataset itself, but can be identified by referring to other information held separately. Pseudonymous data is therefore still personal data and data protection law applies."*

Care should be taken to ensure that individuals cannot be reasonably identified through any combination of data still held; for example, through matching up a student's school, date of birth and postcode. In order to protect the data sufficiently, data may need to be held separately (for example, the list of postcodes retained separately and in a different order to ages and/or school names).

For more information on what counts as anonymous or pseudonymous data, and how to help anonymise or pseudonymise the data you hold, please see the ICO's draft guidance[3,4,5].

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[3] https://ico.org.uk/media/about-the-ico/consultations/2619862/anonymisation-intro-and-first-chapter.pdf
[4] https://ico.org.uk/media/about-the-ico/documents/4018606/chapter-2-anonymisation-draft.pdf
[5] https://ico.org.uk/media/about-the-ico/consultations/4019579/chapter-3-anonymisation-guidance.pdf

6.   Disposal of data

Once the purpose of the data has been served, it must be disposed of in a secure manner. Physical files should be shredded or placed in a confidential waste bin, while digital files should be completely removed from the system used to store them.

If you receive enquiries from students or parent/carer after disposing of the data (e.g. asking for a reference or asking for a replacement certificate), you will have to forward the request to the Ri for processing.

If in the unlikely event that you get enquiries regarding photographic consent after disposal of the data (for example, someone may want you to remove their images from your website), you must remove the images immediately and contact the Ri to arrange for their photographic consent status to be checked and updated to reflect the request.

Appendix 1: Data processing for Masterclass series

The order of processing the student data for a Masterclass series is:

1. Collect personal data and parental consent using the Ri consent form (templates or electronic recruitment forms are provided by the Ri Masterclass team)

2. Store data securely (electronic and paper records) to prevent unauthorised access and unlawful use

3. Share data with Masterclass supervisor(s) so they have access to emergency contact details and other important personal/sensitive information, ensuring they store it securely

4. At end of series, complete the Ri End of Series Report (template to be provided by the Ri) and add the personal data to this, unless the Ri already has the most up-to-date version of the data

5. Share the data with the Ri (e.g. by emailing the spreadsheet to us):

    a. Any spreadsheets or other documents containing the data must be password protected. Send the password in a separate email to us

    b. Once received, the Ri will hold student data securely and use it to invite students to the end of year celebration, and for archival purposes (in line with our status as a heritage organisation)

6. **Where necessary for your evaluation purposes,** anonymise or pseudonymise relevant evaluation data for further processing – see section 5 for more details.

7. **Destroy the data in your possession** (electronic and paper records), unless you have a JDCA and need to retain the data for purposes covered under this agreement. Ensure this is done no later than the end of the academic year in which the series is run

You should securely retain data for all Masterclass stakeholders in line with the data protection legislation (such as teacher nominator and speaker contact details). You can contact them without requiring opt-in consent because this counts as legitimate interest. This data may also need to be shared with the Ri in some circumstances; see Section 3.