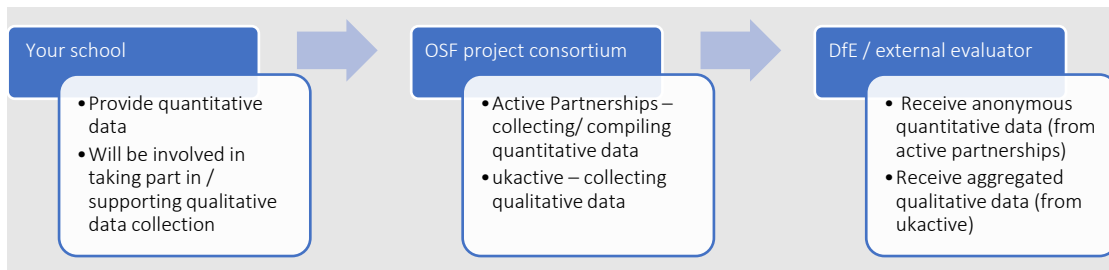


## Evaluation Data (usage participation and activity levels)

Data will be collected against specific objectives to understand the impact of the programme on children's physical activity participation and community engagement, and to understand the children's experience known as 'youth voice'. In signing up to take part in the OSF programme each school is agreeing for necessary data to be collected for the purposes of the evaluation of the programme. The below provides more information on the data required, how this will work, and what it means for your school and pupils.

### How is data being shared?

The below diagram explains how data will be shared as part of the programme evaluation:



### Who is collecting data and what is being collected?

There are two aspects to the data collection for this programme, and so there are multiple parties collecting this.

#### *Data being collected by Rise*

Rise will be collecting quantitative (numerical) and qualitative data. This will involve a representative from your school providing data to the Active Partnerships via an online reporting platform that has been set up for each school (smartsheet). Data will be requested at sign up and regular intervals throughout the programme. It will be reported back to DfE and their external evaluator on a monthly basis, and then at the close of the programme as part of the contracted reporting. Data is being reported back for the purposes of evaluating the overall impact of the OSF programme, and not schools. All data will be reported back in line with GDPR,

meaning it will be anonymised, aggregated and means individuals will not be identifiable.

The data to be provided includes:

- Data about the school setting and current offer of physical activity and sport outside of the school day.
- Information on the projects involved with OSF including target audience, spend, projected impact on school and community users and links to community clubs
- Every month - the total number of individual participants (school and community) and throughput attendees that have engaged with your project overall, and which demographic group they represent. Please keep copies of registers for each project to enable the school to upload the current numbers. We will not be asking for copies of these registers.
- Photos (sent to the local Active Partnership) of what the funding has been provided for. Please note that consent must have been gained from the person/people being photographed.
- A case study/report (to your local Active Partnership) stating what impact the funding and/or the activity has had for the school and its pupils (templates can be supplied).
- To provide feedback to your local Active Partnership about how the programme is going, to help with the scoping of future support. Feedback data will also be collected on the successes, barriers and lessons learnt as part of the programme delivery, which will include feedback from teachers and school staff.
- Additional data relating to the delivery and participation within the OSF programme

### *Data collected by ukactive*

Qualitative (non-numerical) data is being collected by the ukactive Research Institute as part of capturing information on and understanding how children have found the experience of taking part in the programme – this is called 'youth voice'. Any data collected from children directly will be done so through parental consent. Data will be collected at regular intervals across the programme delivery by a dedicated member of the ukactive research team. This team member will come into schools to collect this data or it will be done virtually online. This data will be

collected through observation and semi-structured / formal interviews and focus groups. It will be reported back to DfE towards the end of the programme in an aggregated format, meaning that individuals will not be identifiable.

The data being collected is:

- Observation data – ukactive will collect data on the children's experiences through attending in person sessions and making observations.
- Participant input data – ukactive will collect data directly from the children themselves about their experiences, likes and dislikes. They will also speak to session leaders, teachers and parents who interact regularly with the children taking part, about the children's experiences of the sessions, in addition to successes and challenges with the programme delivery.

### **What will happen to my information and will it be kept confidential?**

All data being collected will be collected, stored, shared and analysed in line with General Data Protection Regulation ((EU) 2016/679) (GDPR). This means all the information and data collected will be kept confidential and anonymous. It will be used for the purposes of the evaluation of the DfE programme (e.g. in evaluation reports to the DfE / external evaluator) and may also be used as part of academic manuscripts, conferences for the purposes of building the evidence base for the importance of physical activity for young people. All data will be collected, stored, processed (analysed) and reported securely and will remain confidential and anonymous when reported. No individuals' names will be used or reported, and no individuals will be identifiable. All data will be collected, controlled and processed by the appointed data controllers and processors.

The Controller (DfE) retains control of the data collected and remains responsible for its compliance obligations under the applicable Data Protection Legislation. The processor (Active Partnership and ukactive) is in control of any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as 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. Processing also includes transferring Personal Data to third parties. All parties involved in data collection, controlling and processing will ensure compliance with the Data Protection Legislation at all times. This clause is in addition to and does not relieve, remove or replace a party's obligations under the Data Protection Legislation.

**What if I have further questions or a problem?**

If you have any questions please get in contact with the ukactive Research Institute at [research@ukactive.org.uk](mailto:research@ukactive.org.uk) or Helen Pring at [hpring@activepartnerships.org](mailto:hpring@activepartnerships.org)

## Appendix 1

### Summary of the Privacy Notice document

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 sets out the UK's legal framework with which organisations must comply when they process personal data. Active Partnerships (AP) aims to be transparent by providing information to individuals about the use of their personal information (data), as this is a key element of the legal right to transparency as set out in the UK GDPR.

This Privacy Notice [included as part of your information pack] is a document that is used to set out AP's approach about how we process personal data we collect. AP has made this Privacy Notice document available [on our website for schools, pupils and parents to access and] as a hard copy. This Privacy Notice will be reviewed by our data protection officer on at least an annual basis and will also be reviewed whenever we make a significant change to how we process personal data.

In summary, the Privacy Notice contains information to help data subjects (i.e., the person about who personal data is collected and used) will understand the following:

- who the 'Data Controller' (the organisation who (either alone or jointly with others) will determine the purpose for which, and the way data is processed) is and who are the Data Processors (who the organisation who process data on behalf of and on the orders of a Controller) are;
- the types of data collected / processed, for the purposes of data protection legislation, UK GDPR and the Data Protection Act 2018, the terms 'process', 'processed' or 'processing' can apply to any activity involving the personal data, for example:
  - collecting
  - recording
  - storing
  - use;
  - sharing; or
  - destroying data,

please note this list is not exhaustive.

- why the data is collected (purpose)
- how the data is used (processed)
- the lawful basis for processing the data

- how and where the data is stored and how long for, and how security is ensured
- who/which organisations data is shared with and why
- the individual data subject's rights over their data (including right of access) and how they can exercise them
- contact details for the data protection lead (for queries)
- contact details for the Information Commissioner's Office in the event the data subject wishes to make a complaint.

This list is not exhaustive, as we have made the notice specific to the arrangement involved. Overall, this Privacy Notice provides information so that the data subject will understand how and why their data will be used and rights they have.