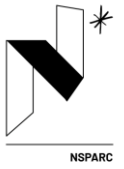


National Security Policy and Research CoLab



NSPARC

NSPARC Mailing List Information Sheet

Please read this information carefully before deciding whether you would like to take part in the research project. Please let us know if you have any questions or would like this document to be translated in your preferred language or in another format by contacting nsparc@policylab.gov.uk. **Signing up to our mailing list is completely voluntary and you can choose to stop participating at any time.**

Who is NSPARC?

The National Security Policy and Research CoLab (NSPARC) sits within Policy Lab inside the Civil Service. Both organisations sit under the Department for Education (DfE), but work on various policy areas across government.

NSPARC is a multidisciplinary team of civil servants who collaborate with teams across government on a project-by-project basis to help them get closer to the lives of the people for whom they create policy. NSPARC help teams to understand the present, imagine the future, and design ways to achieve their policy intent. Their methods are grounded in evidence, participation, and experimentation. They draw on diverse perspectives, tackle complexity and build consensus.

For more information, please see the [Policy Lab blog](#).

What is the mailing list?

You will receive no more than six emails per year regarding NSPARC activities such as new blogs, articles about new methods, opportunities to engage and events.

What will happen after two years?

After two years you will be asked to confirm if you are happy to remain on the NSPARC mailing list. If you do not respond, or indicate you would like to be removed, your personal data will be destroyed.

In the interim, you can ask to be removed from the NSPARC mailing list by emailing nsparc@policylab.gov.uk at any time. Your personal data will be destroyed.

If you want to raise a complaint

If you are not satisfied with the level of service and care you have received while engaging with Policy Lab, or if you want to complain about Policy Lab more generally, please contact us. You can raise your concern by contacting us at npsarc@policylab.gov.uk.

If you are not satisfied with how Policy Lab answers your complaint, you can escalate your complaint by contacting the Information Commissioner's Office (ICO) on their live chat or by calling 303 123 1113.

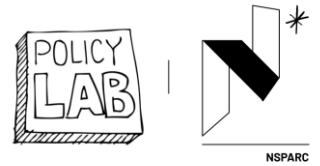
To contact us

If you have any questions about how your personal information will be used, please contact us directly at nsparc@policylab.gov.uk and enter 'NSPARC mailing list' as a reference.

NSPARC (Policy Lab)

Department for Education
20 Great Smith Street
London SW1P 3BT

DfE helpline – Ask to reach Policy Lab team
Telephone: 0370 000 2288
Monday to Friday, 9:30am to 5pm



Alternatively, you can contact the Department for Education about your request on <https://www.gov.uk/contact-dfe> and enter “NSPARC-Policy Lab” as a reference.

For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the ‘DPO’