



Department  
for Education

## Privacy Notice: Initial Teacher Training Trainees

### Who we are

This work is being carried out by the School Improvement and System Leadership Division, which is a part of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data processor for the personal data processed as part of the Teaching Schools programme.

### How we will use your information

We receive your personal data from the teaching school at which you are receiving initial teaching training (the data controller) via the Teaching Schools Data Hub and process it in order to validate the activity delivered by the designated teaching school. More information is available at <https://www.gov.uk/guidance/system-leaders-who-they-are-and-what-they-do>

### The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- name
- contact details
- date of birth
- Teacher Reference Number (TRN)

### Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is that the processing is necessary for the exercise of a function of the Secretary of State or the Department as stated under GDPR Article 6 (1)(e).

### Who we will make your personal data available to

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this project:

- we need to share your personal data with Teaching School Council representatives, their teams and on occasion, DfE contracted external assessors in order for them to manage the delivery of DfE school improvement commissions.

## How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed. Please note that, under Data Protection legislation and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely.

## Your data protection rights

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

## The right to lodge a complaint

You have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. We last updated this version on 20 August 2018.

## Contact Information

If you have any questions about how your personal information is processed, please contact us at [system.leaders@education.gov.uk](mailto:system.leaders@education.gov.uk)