



Churchdown School Academy
ACHIEVING SUCCESS FOR ALL

Provider of the National Professional Qualification (NPQ) Programme

Privacy notice for NPQ applicants

Agreement for data collection and analysis

In registering / applying for a place on the NPQ programme, you are agreeing to the collection and sharing of personal data, such as your name and TRN, with the Department for Education (DfE), and with their approved contractors including SSAT (The Schools Network) Ltd. (SSAT), on whose behalf we are delivering the programme to you.

You can find more information about DfE at www.gov.uk/dfe, and about SSAT at www.ssatuk.co.uk

The information below explains:

- what data will be collected
- why data is being shared with DfE and SSAT
- other opportunities to contribute to the evaluation
- what makes it lawful to collect and share the data with DfE.
- how this affects you
- security and confidentiality information
- contact details for further information.

What personal data will we collect and share with DfE and its approved contractors (including SSAT)?

For each participant, we will collect and share the following (referred to as personal data) with DfE via SSAT:

Personal data:

- Name of applicant/participant
- Teacher Reference Number
- Current job role/post
- Date of Birth

Special Category Data

- Ethnicity
- Gender
- Disability (if applicable)

What is the purpose of the data sharing?

Personal data will be collected and shared with DfE (via SSAT) for the purpose of research, evaluation, planning and statistical analysis. This will enable DfE to:

- monitor performance of each provider
- deliver Quality Assurance (QA) of each provider
- evaluate the effectiveness of the NPQ programme
- understand the characteristics of who accesses, completes and benefits from it and in what way, and who does not
- identify good practice and opportunities to improve the NPQ delivery 5 model
- understand the outcomes for participants, schools and pupils and any opportunities to improve these outcomes

The evaluation will directly inform the review of performance and quality of delivery by providers, any improvements to NPQ programme policy and delivery and the outcomes for future participants.

How will DfE use the personal data we share with them?

We will collect and share personal data from your application form and from your NPQ journey (e.g. if you withdraw, complete etc.) with DfE via SSAT (and Quality Assurance Agency, and external evaluator working on its behalf).

DfE will:

- Analyse the personal data from your application form to understand the characteristics of teachers applying for the NPQ (and thereby identifying other groups who are not applying). DfE will use this information to explore the characteristics of participants who withdraw, drop out or complete and any common factors e.g. NPQ level, region.
- Link and match this data with other information that DfE already collects or holds (e.g. School Workforce Census, national statistics for schools, Edubase) or data to which it is lawfully permitted access e.g. regional economic information. This enables analysis of the longer-term benefits of the NPQ programme, e.g. how many people progress/are promoted, how long it takes and if there are other factors that help or hinder this progress. This means we can avoid asking you to give us the same information twice. DfE will not share any information that will identify you, or any other third party, unless it is required to do so by law.

How will SSAT use the personal data we share with them?

We are operating under contract from SSAT, and are required to pass to them the data that they are, in turn, required to pass to DfE (as detailed above).

In addition SSAT will make the following use of your data (not including data about ethnicity, gender or disability):

- To operate the overall SSAT NPQML programme
- To record your professional interests, and whether you are successful in applying for the programme and attaining the qualification
- To modify your experience on the SSAT website to draw attention to information that SSAT think will be of interest to you
- If you receive paid-for communications from SSAT, then SSAT may use your interest in and participation on this programme to vary the content made available to you

If you grant SSAT permission to send you marketing material, SSAT will use your interest in and participation on this programme to vary the information SSAT send to you.

How will I be asked to contribute to the evaluation?

At the start of the programme, on behalf of DfE, we will invite all participants to complete an online evaluation survey about your expectations and reasons for applying. At the end of the NPQ programme, we will ask you to reflect on your use of what you have learnt. The responses to the survey will be treated in confidence and we will not see them. During the programme, the Quality Assurance Agency will invite you to complete a survey asking you about the content of the NPQ and its delivery.

In addition, DfE (or a contracted organisation working on its behalf) may contact you to ask you to assist with their research by taking part in telephone or face-to-face interviews; the purpose of this is to provide a richer understanding of your views and experiences. Please note that, if contacted, you will be under no obligation to take part and you can change your mind at any time. If you do agree to participate, you will not be identified or identifiable in any results of the evaluation.

What makes our sharing of your personal data with DfE lawful?

Any additional sharing of personal data provided on your application form will only take place where the law allows it.

Our lawful reason for sharing personal data with DfE for the purposes of research, evaluation, planning and statistical analysis is sharing in the public interest.

The Data Protection Act 2018 states 'personal data shall be processed fairly and lawfully and in particular, shall not be processed unless:

- a. At least one of the conditions in Section 8 of the Data Protection Act 2018 is met, and
- b. In the case of special category personal data, at least one of the conditions in Schedule 1 is also met'

The conditions under which it is lawful for this to happen are:

- The Part 2, Chapter 2 Lawfulness of processing: In Article 6(1) of the GDPR (lawfulness of processing), the reference in point (e) to processing of personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority includes processing of personal data that is necessary for part (d) the exercise of a function of the Crown, a Minister of the Crown or a government department.
- The Schedule 1 Part 2, 6 (2) condition: Statutory etc and government purposes for collecting and processing sensitive personal data on a participant's disability and racial or ethnic origin. (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

How does this affect you/participants?

- Our sharing of this personal data with DfE (or its contracted partner working on its behalf) will have no influence on the outcome of your application or your participation in the NPQ and the findings of DfE's 8 research will not identify you or any other applicants.
- Any reported findings will appear at an aggregated level with no individual applicant, participant or school identified OR identifiable.

Security and confidentiality

Any personal data shared with DfE (and organisations acting on its behalf) will be handled securely and confidentially. It will be used for the purposes of monitoring, quality assurance and evaluation of NPQ programme, and for related research on recruitment, personal development, leadership and retention.

Further information

For further information on how Churchdown School Academy process your personal data for the purposes of the NPQ, please contact: Andrew Coates Assistant Head / NPQ Course Leader
aco@churchdownschool.com

Current data protection legislation gives you a number of rights regarding your information. These include rights of access, rectification, deletion, portability, objection and restriction. For more information regarding your data protection rights please contact Churchdown School Academy's Data Protection Officer on dpo@churchdownschool.com.

For further information on how SSAT processes your data for the purposes of NPQ please contact
DataProtection@ssatuk.co.uk

If you would like to know more about what personal data is being collected and how this is used by DfE to improve the NPQ programme, please contact: henry.anderton@education.gov.uk.

The evaluation surveys will be conducted by an external contractor employed by DfE and managed by Zoey Breuer. If you have any questions about how DfE will use your information for research and evaluation purposes, please contact: zoey.breuer@education.gov.uk.

If you consider, having followed our guidelines above, that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk