



Department
for Education

Privacy Notice for the T Level Professional Development Offer

Who we are

For the purpose of data protection legislation, the Department for Education (DfE) is the data controller for the personal data processed as part of the T Level Professional Development Offer.

The Education and Training Foundation (ETF) is working under contract on behalf of the DfE to deliver this offer.

How we will use your information

We receive your personal data from the ETF and are processing it in order to measure the impact of the T Level Professional Development Offer.

The aim of this offer is to help staff, including teachers, trainers, managers and leaders, to prepare for the roll-out of the new T Levels.

The training is focusing on making sure teachers understand the pioneering new qualifications as well as an opportunity to update their subject and industry knowledge, so it is relevant to the needs of business. Providers and their staff will be able to access the training in a variety of different formats, for example online or face to face.

Your personal data will be used to measure and evaluate the impact of the offer, and you may be contacted by our partners and asked if you can provide further information or participate in surveys (this is voluntary).

The personal data will be anonymised and aggregated and used to produce high-level management information data to evidence uptake of the T Level Professional Development offer. This high-level anonymous management information data may then be published on ETF's website.

The nature of your personal data we will be using

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

- Email
- First name
- Last name
- Telephone
- Job title
- Job role
- Dietary requirements
- Access requirements

- Organisation

Why our use of your personal data is lawful?

In order for the 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 offer, the processing is necessary for the performance of a task carried out in the public interest, and for, the relevant condition for special category data concerning any access requirements is that you have given your consent.

Who we will make your personal data available to?

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

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 offer:

- we are contracting the Education and Training Foundation (<https://www.et-foundation.co.uk>), FutureLearn (www.futurelearn.com) and SQW (www.sqw.co.uk) to process your personal data on our behalf. This means that SQW will be conducting an independent evaluation of the impact of the offer.

How long we will keep your personal data?

The Department for Education will keep your personal data until the completion of the offer (up to 5 years or as long as is needed to allow evaluation of this offer) so that we are able to evaluate and measure the impact of the offer.

Your data protection rights

Under certain circumstances, 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 retention and 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

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

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/.](https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/)

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting <https://www.gov.uk/contact-dfe> and state the name of this project.

Alternatively, 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. This version was last updated on 25 June 2020.

Contact Info:

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter T Level Professional Development Offer 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'.