



Shires Teaching School Alliance

Privacy Notice – NPQ programme

Privacy Notice: Leadership Live NPQ programme

In registering /applying for a place on the NPQ programme, you are agreeing to the collection and sharing of personal data with the Department for Education (DfE).

You can find more information about DfE at www.gov.uk/dfe.

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

Why do we collect information?

Personal data will be collected and shared with DfE 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 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.

The categories of information that we collect, hold and share include:

- Personal information (such as name, email address, telephone number)
- Characteristics (such as ethnicity, gender, disability)

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 the DfE (and Quality Assurance Agency, an external evaluator working on its behalf).

The 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 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, the 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.

Who else do we share this information with?

We routinely share participant's information with:

- Coordinators at our delivery partner schools

How will they use this information?

- To coordinate and deliver training sessions

The lawful basis on which we use this information

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to complete our contractual obligations

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting personal data overlap, and there may be several grounds which justify our use of this data.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, contact Mrs Caroline Horne in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or our Data protection Officer at Warwickshire County Council (details below) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice:

The school subscribes to the Data Protection Service at Warwickshire County Council

(School DPO Service)

schooldpo@warwickshire.gov.uk