

## **Privacy Notice: Teaching Internships Programme 2024**

The Teaching Internship programme is one of a number of initiatives being funded by the Department for Education (DfE) to help improve the recruitment and retention of teachers, and is part of the Get into Teaching service.

### **How we will use your information**

The programme you are applying for is funded by the DfE. The DfE intends to evaluate the programme and the potential benefits to those who participate, as well as the wider education sector. In order to evaluate the programme, we will collect personal data from the school who will transfer securely to the DfE. This is in order that we can:

- a. understand who is participating in the programme
- b. link the information we have with other information about you, which the DfE could already hold or to which it is lawfully permitted to access; this is to identify (for example) how many people go on to be employed as teachers after the programme
- c. follow up with you directly to take part in further research related to your training. Please be aware that, if contacted, you are under no obligation to take part in further research

Any research findings will not identify you or any other applicants.

The DfE will only use your data for the purposes of research, evaluation and to offer you personalised support via the Get into Teaching service (including Teacher Training Adviser service or Explore Teaching Advisers) to provide tailored support related to teaching and making a successful teacher training application.

### **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:

Personal information such as:

- contact details (including name, home postcode, email address and telephone number)
- date of birth

Special category data such as:

- demographic information (such as gender, nationality and ethnicity)

### **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 conditions in the data protection legislation. For the purpose of this project, the relevant condition(s) that we are meeting are:

- Part 2, Chapter 2, Section 8 (d) of the Data Protection Act 2018 or Article 6 (1)(e) of the General Data Protection Regulations (GDPR): that the processing is necessary for the exercise of a function of the Secretary of State of the Department.
- Article 9 (2)(g) of the GDPR: that the processing of special category data is necessary for substantial public interest.

- Article 6 (1) (e) - public task – this is when we need your personal data to provide or fund education.

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

- Any research contractor commissioned by the DfE to undertake part of the evaluation activity on behalf of the department. They will use the data as a sampling frame to contact individuals to take part in interviews or surveys to evaluate the programme. They may also link the answers from these surveys/interviews to other information within the data, such as subject taught (where applicable).
- Teacher Training Adviser (TTA) or Explore Teaching Adviser service, who support aspiring teachers, and guide them through the journey in pursuing an initial teacher training application. The adviser teams are experienced former teachers, part of the DfE's Get into Teaching Service, and are able to support candidates who participate on the Teaching Internships Programme free of charge. By applying for an internship, your details will be shared with the Get into Teaching Service, who will add your details to their database and subsequently offer support via the adviser team. You are able to opt out of this service by speaking to the school partnership you apply to complete an internship at.

### **Transfer to Countries Outside European Economic Area**

- We will not be transferring the data outside of the European Economic Area.

### **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 Article 89 (1) of the General Data Protection Regulations (GDPR), and in compliance with the relevant conditions, we can lawfully keep personal data processed purely for research 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

### **Contact Info:**

If you have any questions about how your personal information will be used, please contact us at [Teaching.Internships@education.gov.uk](mailto:Teaching.Internships@education.gov.uk) and enter GRx173 as a reference. For the Data Protection Officer (DPO) please contact us via gov.uk and mark it for the attention of the 'DPO'.

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**

If you are unhappy with our use of your personal data, please let us know by contacting [Teaching.Internships@education.gov.uk](mailto:Teaching.Internships@education.gov.uk) or <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 7<sup>th</sup> December 2022.