

Privacy Notice

Approved by:	Inspiring Leaders	Date: 16 May 2018
Last reviewed on:	4 th July 2019	
Next review due by:	4 th July 2020	

Agreement for data collection and analysis

In applying for a place on this NPQ programme, you are agreeing to the collection of your personal data by Inspiring Leaders. This data will not be shared with any external parties except for the following named organisations:

- Department for Education (DfE)
- NPQonline (assessing body for NPQs)
- Nottingham Trent University (NTU)

You are agreeing to the sharing of data, such as your name, DOB, TRN and email address for the reasons outlined below which are the statutory requirements by the DfE for all participants.

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

The information below explains:

- what data will be collected
- why data is being shared with DfE
- 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?

For each participant, we will collect information such as the following (referred to as personal data) with DfE:

- Name of applicant/participant
- Email address
- Teacher Reference Number
- Current job role/post
- Ethnicity
- Gender
- Disability (if applicable)

What personal data will we collect and share with NPQonline?

For each participant, we will collect information such as the following (referred to as personal data) with NPQonline:

- Name of applicant/participant
- Email address
- Teacher Reference Number
- Email address
- Current job role/post
- School name
- Your NPQ assessment tasks

What is the purpose of the data sharing?

Personal data will be collected and shared with key partners as above for purposes which include assessments, verification/moderation, research, evaluation, planning and statistical analysis.

It is a statutory requirement to share the above noted personal data with the key partners to enable them 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.
- verify scholarship claims, withdrawals and deferrals and log participant leadership activity
- Assess and moderate all applications and final assessment submissions for all NPQ programmes

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.

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.

We will share personal data with DfE for the purposes of research, evaluation, planning and statistical analysis that is in the public interest.

The Data Protection Act 1998 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 Schedule 2 is met, and
- b. In the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met'

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

- The Schedule 2 condition for processing personal data relating to the identity of an individual participant is condition 2: The processing is necessary for the performance of a contract to which the data subject is a party.

- The Schedule 3 condition for processing sensitive personal data on a participant's disability is condition 7(c) the processing is necessary for the exercise of any functions of the Crown, a Minister of the Crown or a government department. This is to ensure that the department is able to comply with the public sector equality duty.
- For the processing of ethnicity condition 9 applies: the processing is of sensitive personal data consisting of information as to racial or ethnic origin, is necessary for the purpose of identifying or keeping under review the existence or absence of equality of opportunity or treatment between persons of different racial or ethnic origins, with a view to enabling such equality to be promoted or maintained and, is carried out with appropriate safeguards for the rights and freedoms of data subjects.

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 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 key partners will be handled securely and confidentially.

How we store this data

Personal data is stored in line with our Data Protection Policy.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress

- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Further information

For further information on how we process your personal data for the purposes of the NPQs, please contact Susanna Russell, Manager, Inspiring Leaders, info@inspiringleaderstoday.com.

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 programmes, 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.