



Department
for Education

Privacy notice for Taking Teaching Further (TTF)

April 2023

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Summary

This privacy notice explains how the Department for Education (DfE) uses personal information in Taking Teaching Further (TTF). This includes information you give to us, or information that we may collect about you.

Expiry or review date

This guidance will next be reviewed in April 2024.

However, this guidance will be kept under review and updated versions will be published if necessary. Check [gov.uk](https://www.gov.uk) for updates.

Who we are

This work is being carried out by the Further Education Workforce Division within the DfE. The aim of the programme is to support FE providers to recruit and provide early career support to those with the relevant knowledge and industry experience to retrain as FE teachers. For the purpose of data protection legislation, DfE is the data controller for your personal data processed as part of Taking Teaching Further (TTF).

How we will use your information

We receive personal data as provided within the TTF registration forms and are processing it in order to award and distribute funding on behalf of the Secretary of State in lines with the aims of the grant. More information about this work is available on the [TTF gov.uk page](#).

Why our use of your personal data is lawful

For our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For TTF, the relevant condition(s) we are meeting is public task (article 6.1.e of the General Data Protection Regulation (GDPR)), in order for us to perform a specific function as a government department.

The nature of the personal data we will be using

The personal data that we will be using for this project will relate to both the organisation and the recruit they want to support with TTF. The information we will collect is:

Organisations' information

- Organisations' name
- Organisations' address
- Type of organisation
- UKPRN
- Name of TTF project lead
- Position of TTF project lead
- Email address of TTF project lead
- Phone number of TTF project lead
- Principal / CEO name
- Principal / CEO email address
- Organisations' bank details (will only be required once the grant has been approved)

Recruits' information

- Name
- Gender
- Age
- Work email address
- Details of role recruited to
- Employment history relevant to role recruited to
- Qualifications relevant to role recruited to
- Salary

Do we share your personal information?

If the law allows it, we might share your personal information with other parts of DfE including the Education and Skills Funding Agency (ESFA), and with other government departments. We may also share your personal information with organisations who work for ESFA/DfE under contract (excluding contingent labour, such as contractors).

The [DfE Personal Information Charter](#) gives you more information on how we use your personal information.

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 TTF, after which point it will be securely destroyed. Data may be retained for 5 years for future marketing or impact evaluation purposes. Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for achieving purposes in the public interest, scientific or historical research, and statistical purposes.

What are your rights

You have rights about how and why your information is collected and used. Under certain circumstances, you have the right to:

- ask to see the personal information we have about you – this is called 'right of access'
- have your personal data rectified, if it is inaccurate or incomplete – this is called 'right to rectification'
- request the deletion or removal of personal data where there is no compelling reason for its continued processing – this is called 'right to erasure'
- restrict our processing of your personal data (e.g., permitting its storage but no further processing) – this is called 'right to restriction of processing'
- object to direct marketing and processing for the purposes of scientific/historical research and statistics – this is called 'right to object to processing'

You also have the right to not be subject to decision based purely on automated processing where it produced 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 contact page](#).

For more information on your rights, please see [the Information Commissioner's Office \(ICO\) website](#).

Finding out what information we have

You have the right to ask for access to your personal information. This is known as a subject access request (SAR).

To make a SAR, you can use the [DfE contact form](#).

Or you can post your request to the Data Protection Office at the following address:

Data Protection Officer
Department for Education (B2.28)
7 & 8 Wellington Place
Wellington Street
Leeds
LS1 4AW

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 are unhappy with our use of your personal data, let us know by contacting the TTF team at TTF.Enquiries@education.gov.uk and state the name of your organisation and the name of this project (TTF 2023). You also have the right to raise any concerns with the [Information Commissioner's Officer \(ICO\)](#).

Contact information

If you have any questions about how your personal information will be used:

- [contact the department for a subject access request](#)
- enter 'TTF 2023' as a reference

For the Data Protection Officer (DPO) email dataprotection.office@education.gov.uk.



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