



Department
for Education

Privacy Notice for Education Staff Wellbeing Charter

Who we are

This work is being carried out by the Teacher Workforce Directorate, which is a part of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed for schools and colleges wishing to sign up to the Education Staff Wellbeing Charter.

How we will use your information

We will receive your personal data from the online form you submit to sign your school or college up to the Education Staff Wellbeing Charter.

The aim of this project is for schools and colleges to publicly declare their commitment to protect, enhance and improve the wellbeing of their staff.

With your permission, we may use your personal data to contact you at a later date to understand how your school or college is making use of the charter (this is for evaluation purposes and not for accountability purposes).

Public information (URN, establishment name, establishment postcode) will be used at an aggregate level to report on adoption of the charter. Personal data will be used to assist in the administration of this.

No establishment will be publicly identified by the DfE as being a signatory to the charter (but they are free to identify themselves as users and/or signatories of the charter).

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:

- your full name
- email address - if possible, we encourage you to sign up using a generic shared email address

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 this project, the relevant condition is:

- Article 6(1)(e) UK GDPR, to perform a public task as part of our function as a department.

Who we will make your personal data available to

We will not make your personal data available to any other persons or organisations outside of DfE.

How long we will keep your personal data

The personal data will be retained indefinitely as long as the establishment is signed up to the charter. If you wish to change the contact details or be removed from the charter, the personal data will be retained for a maximum period of one month after receipt of written notification.

The personal data will be reviewed annually to ensure accuracy. Any inaccuracies will be updated or the details deleted as appropriate.

Your data protection rights

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the 'contact form' in the Personal Information Charter at:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

under the 'How to find out what personal information we hold about you' section.

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: [Individual rights | ICO](#).

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 5 June 2023.

Contact Info:

If you have any questions about how your personal information will be used, please contact us at wellbeing.charter@education.gov.uk. 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'.