

Commitment to Course: By signing up to the TSST course you are committing to attend all sessions and, as such, must have approval from your Headteacher.

Cancellation Policy: Homewood School reserves the right to cancel without explanation on reasonable grounds. If cancelled by the delegate then one week's written notice is required.

Privacy Notice: TEACHER SUBJECT SPECIALISM TRAINING (TSST)

The training you are applying for is funded by the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the evaluation of Mathematics teacher supply and recruitment programmes.

How your data will be used

We will share with the DfE personal data, provided by you in your TSST application, in order for the DfE to:

- (a) know who is participating in the training;
- (b) confirm eligibility and funding for the training;
- (c) link the information you provide in your application form to other information about you that they already hold (for example, on the Database of Qualified Teachers and School Workforce Census), or to which it is lawfully permitted access. This is to identify (for example) how many participants go on to teach in the TSST subject they have undertaken;
- (d) contact you to take part in research related to your training. Please be aware that, if contacted, you are under no obligation to take part in research.

Your contact details are also shared with CFE Research (an organisation contracted by the DfE) who will use your data as a sampling frame to contact individuals to take part in interviews or surveys, to evaluate the training. CFE may also link the answers from these surveys/interviews to other information within the data, such as subject taught (where applicable). Please note that if contacted, you are under no obligation to take part and you can ask not to participate, or change your mind, at any time. Individuals will not be identified in any results of the evaluation.

Lawful use of your personal data

In lawfully using your data, conditions in the data protection legislation must be met. The relevant condition for the purpose of TSST is 'Schedule 2 (5)(c) of the Data Protection Act: that the processing is necessary for the exercise of a function of the Secretary of State of the Department'.

Storing your personal data

All personal data shared with DfE (and its contracted organisations) will be handled securely and only accessed for the purposes of the evaluation of teacher training, recruitment and retention. Your data will only be stored for as long as required for the purpose(s) of this programme, and will then be securely destroyed. Please note that, under section 33 of the Data Protection Act, 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 for access to information about you that we hold;
- have your personal data rectified, if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Contact the DfE at www.gov.uk/dfe if you have concerns with this privacy notice.

Contact the Information Commissioner's website for more details about your data protection rights at www.ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights.

Withdrawal of consent and the right to lodge a complaint

By applying for TSST, you are giving consent for DfE and its contracted organisations to process your personal data for the purpose of TSST, as stated above. You have the right to withdraw that consent. If you change your mind, or you are unhappy with the use of your personal data, please contact TSST.MAILBOX@education.gov.uk. Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at www.ico.org.uk/concerns.

Last updated

Updates to this privacy notice may be required periodically. Last updated: November 2018.