



## Teaching Internship 2022 programme – Information regarding Privacy Notices

### Summary for Providers

All providers involved in the Teaching Internship programme must ensure that all applicants are aware of how they (the provider) and the Department for Education (DfE) will process their personal information.

The DfE are keen to evaluate the effectiveness of the Teaching Internship programme and offer further support on their journey in encouraging people to train, and become employed, as maths, physics, computing and \*modern foreign languages teachers.

\*Modern foreign languages teachers are applicable only to providers involved in the 2022 pilot for modern foreign languages interns in the North East.

We wish to analyse aspects such as take-up, completion and employment outcomes of participants as this information will help us to develop and improve the overall programme and additional services. The support offered via our Get into Teaching services, Teacher Training Advisers (TTA's) will help overcome barriers faced and encourage people to apply for ITT places.

We therefore need you to assist us, as agreed with in your Grant Offer Agreement with this evaluation and the post programme support by sharing information relating to applicants and participants with us. This will be used purely for research, evaluation and to support the candidates journey to application. To achieve this, we plan to:

1. Analyse the information provided by the applicants in their application forms in order to find out the characteristics of those who are applying for internships (and thereby identifying other groups who are not applying).
2. Contact certain applicants to ask them to assist us with our research by taking part in a survey to hear directly from participants and gain their views on the programme.
3. Link information about interns to other administrative data held by the departments Get into Teaching Service, Apply, Newly Qualified Teachers (NQT) database and School Workforce Census (SWC). This will enable us to consider the longer-term benefits of the programme on attendees and the education sector in general.

4. Offering a personal TTA to support the candidate through their journey to gaining an ITT place.

The analysis and research will only be carried out to evaluate the success of the Teaching Internship programme and teacher training, recruitment and retention more generally. Any reported findings will appear at an aggregated level with no individual applicant or trainee being identified.

Please find below a recommended privacy notice which must be make available to all internship applicants.



Department  
for Education

## Privacy Notice: Teaching Internship 2022

The Teaching Internship programme is one of a number of initiatives being funded by the DfE to help improve the recruitment and retention of teachers and they (DfE) are undertaking an evaluation of those programmes.

### 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 in it, as well as the wider education sector. In order to evaluate the programme, we will collect some personal data from you, which we will transfer to the DfE. This is in order that we (and/or the DfE) can:

- (a) Understand who is participating in the programme;
- (b) Link the information we collect with other information about you which the DfE already holds or to which it is lawfully permitted access. This is to identify (for example) how many people go on to be employed as teachers after the programme, without having to contact you repeatedly;
- (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.

The DfE will only use your data for the purposes of research, evaluation and to offer you personalised support via the Get into Teaching services, Teacher Training Advisers in your journey to consider teaching as a career option to the point of application. Any research findings will not identify you or any other applicants.

### 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.

## **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 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 Advisers (TTAs), who support aspiring teachers, and guide them through the journey in pursuing an initial teacher training application. The TTA team are experienced former teachers, part of the DfE's Get into Teaching Service, and are able to support candidates who participate on the Teaching Internship 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 TTA team. You are able to opt out of this service by speaking to your internship provider.

## **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 in December 2021.