

# Privacy Policy

## Privacy notice for Get into Teaching

Last updated: 18 November 2022

Date of next review: 24 October 2023

We might make changes before the review date. Check regularly for updates.

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

Get into Teaching is a project aimed at helping individuals get into teaching giving support and guidance via the help portals mentioned below.

Whether you're ready to apply, or simply exploring teaching as an option, we'll send you all the information you need

**Sign up here >**

**Not now**

- [Sign up to an event](#)

• [Get school experience](#)

- [Sign up for emails](#)

When you provide us with your personal data, we process it and provide you with tailored advice and information about teacher training, teaching as a career and events. These services will help you to make an informed decision about becoming a teacher or returning to teaching.

We may also contact you to gauge your interest in taking part in market research. In each message, you will be given the opportunity to unsubscribe from further communications.

We will use anonymised data about you to deliver tailored messages on third party platforms, including social media - like Pinterest, Facebook, Instagram, Twitter, Snapchat and Google search. Such anonymised data will also be used to identify and advertise to people that are similar to you, who may also be interested in our service.

### **Purpose and lawful basis for processing**

The DfE is the data controller for your personal data. We must have a reason to collect your personal data. This is called a 'lawful basis'.

We use the following lawful basis to process your personal data:

- Article 6 (1) (e) - public task – this is when we need your personal data to provide or fund education.
- Article 6(1)(a) - Consent – this is when we process your personal data with your consent to provide targeted advertisements via the use of website tracking tools.

### **What we need**

We will collect the following types of personal information, some of which may be special category data, directly from you:

- First name
- Last name
- Date of birth
- Home postal address
- Telephone number
- Email address
- Teacher reference number
- Subjects you are interested in teaching (maximum 2 choices)

- The year you intend to start teacher training
- Stage you are at with degree study
- The region you intend to do your Initial Teacher Training
- IP Address
- Communications between the adviser/call agents and you (free text)
- Your qualifications
- School experience you have undertaken
- Languages you can speak and/or teach
- ITT providers you've applied to
- Barriers or concerns you have that may prevent you from starting an ITT course
- Your previous work experience/career history

The types of data we collect for each service can be found in the corresponding privacy notices linked below:

- [Get an adviser](#)
- [Sign up to an event](#)
- [Get school experience](#)
- [Sign up for emails](#)

### **Why we need it and what we do with it**

We collect and process your personal information to:

- Enable us to provide the service to which you have chosen to access
- Analyse usage to enable us to make improvements to our service(s)

If you use other digital services for which the Data Controller is also the Department for Education (for example, Apply for Postgraduate Teacher Training, or other Get Into Teaching services), we may use your data to understand how you are using these services. This allows us to ensure that public funds are being spent effectively.

### **How long we keep it**

The Get into Teaching Team will only keep your personal data for as long as we need it. We base this on the needs of the department and the law. We will keep your data for up to 7

years in this instance but will delete it, if you request us to do so.

We will take necessary steps to keep your information safe. It will then be securely destroyed when it is no longer needed.

### **Do we use any data processors?**

A data processor is an organisation that processes your information on DfE's behalf.

We only use data processors for these activities:

- We have appointed TPUK to process personal data in the role of Advisers and Call Agents. They will process the following data when providing the Get Into Teaching Service
- Communications between the TPUK adviser/call agents and you (free text)
- Your qualifications
- The type of ITT course you're interested in
- School experience you've undertaken
- Languages you can speak and/or teach
- Barriers or concerns you have that may prevent you from starting an ITT course
- Your previous work experience/career history

### **Do we transfer data overseas?**

When DfE stores personal data outside the UK, we will make sure we keep your personal data safe. We follow the data protection law. We also use extra security measures, contracts and data sharing agreements.

### **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).

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

### **What are your rights?**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information
- Your right to rectification - you can ask us to change any information you think is not accurate or complete

- Your right to erasure - You have the right to ask us to delete your personal information
- Your right to restriction of processing - You can ask us to stop processing your information
- Your right to object to processing - You can object to the processing of your information
- Your right to data portability - You can ask us to transfer your information to another organisation or to you

For more information on your rights, please see the ICO website.

## **How to contact us or make a complaint**

If you have a question, or feel your data has been mishandled, you can contact us by:

using our secure [DfE Contact form](#)

or writing to:

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

You can also complain to the ICO by writing to:

Information Commissioner's Office  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113.  
Or use the online [ICO Contact form](#)

## **How to make a subject access request (SAR)**

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

Use the contact form or address above to make a SAR.

Include as much information as you can about the information you need. Include the years you need the information for. If possible, tell us which part of the department holds the information. You'll also need to tell us your telephone number and address.

We may need to check your identity and your right to access the information you're requesting. To check your identity, we may ask for a copy of your passport, photo driving licence or proof of your address.

We'll try to respond to your request within 1 month. But, if your request is complex, we may extend the period by a further 2 months, but we'll tell you if this is the case.

## **Get an adviser**

### **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
- Contact details e.g. email address, postal address, postcode, telephone number, country of residence
- Date of birth
- IP address
- Teacher reference number (TRN) if you have one

Other details we will collect are:

- Teaching subject
- Teaching stage
- Preferred teaching subjects
- Qualifications e.g. degree subject, stage, class
- Intended training commencement year
- Preferred call back date and time

### **What we do with your personal data when you sign up for an adviser**

The information you provide in the get an adviser form will be shared with our advisers, who will communicate with you via email and SMS, Whatsapp and by telephone calls to provide you with the support that you need.

We may also contact you by SMS or telephone call to inform you about services available to support you into teaching or important updates regarding teacher training.

If you have an equivalent qualification from another country and you live in the UK or overseas, your details will be shared with the Get into Teaching helpline who will contact you to ensure they have accurate data about your circumstances in order to provide a tailored service and information to you. Any subsequent information you provide to the Get into Teaching helpline will also be retained to enable us to continue to provide the support you require.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by [contacting the Department for Education](#) and state the name of this project.

## Sign up to an event

### **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
- mobile telephone number (optional)
- IP Address

### **What we do with your personal data when you sign up for an event**

When you sign up for events, the information you gave to us will be used to provide tailored information about events. We will send reminders and updates via email, to the email address you gave us when you signed up to events.

If you have provided a mobile phone number, we will contact you by SMS with reminders for events you have signed up to. We will also contact you by SMS to promote events which you may be interested in.

We may also contact you by SMS or telephone call to inform you about services available to support you into teaching or important updates regarding teacher training.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by [contacting the Department for Education](#) and state the name of this project.

## Get school experience

### **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
- Contact details e.g. email address, postcode, telephone number
- IP Address

Other details we will collect are:

- Qualifications e.g. subject, stage.
- Teaching subject, first choice and second choice
- Level of consideration in teaching
- Availability for school experience
- Reasons for wanting to undertake school experience

### **What we do with your personal data when you sign up for Get school experience**

- The information we collect from you, your name, contact details and preferences, is used for identification, administration, analysis and targeting purposes.
- If you are using the Get school experience service, your data will be used to process your request for school experience with the school(s) in question. We will also use it to send out notification, reminder and feedback questionnaires. We track your progress through this service to improve it for you and future applicants and to ensure that public funds are being spent effectively.
- Any additional information you provide when you communicate with the helpline and /or advisers will help us to aid you in progressing your application and continue to improve our service.
- We may also contact you to gauge your interest in taking part in market research. Each message will give you the opportunity to unsubscribe from further communications.
- If you are using the Get school experience service, your data will be used to process your request for school experience with the school(s) in question. We will also use it to send out notifications, reminders and feedback questionnaires. We track your progress through this service to improve it for you and future applicants and to ensure public funds are being spent effectively.



- We will use anonymised data about you to deliver tailored messages on third party platforms, including social media platforms, Pinterest, Facebook, Instagram, Twitter, Snapchat and Google search. This anonymised data will also be used to identify and advertise to people that are similar to you, who may also be interested in our service.
- We may also contact you by SMS or telephone call to inform you about services available to support you into teaching or important updates regarding teacher training.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by [contacting the Department for Education](#) and state the name of this project.

## Sign up for emails

### **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
- Contact details e.g. email address, postcode, telephone number (optional)
- IP address

Other details we will collect are:

- degree stage
- teaching subject
- level of consideration in teaching

### **What we do with your personal data when you sign up for emails**

When you sign up for emails, the information you provide in the form will allow us to send you personalised emails containing tailored information about a career in teaching. We will also inform you of events in your postcode area.

We may also contact you by SMS or telephone call to inform you about services available to support you into teaching or important updates regarding teacher training.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by [contacting the Department for Education](#) and state the name of this project.

## Talk to us

Call us

**0800 389 2500**

Call or chat to us Monday to Friday, **8:30am until 5:30pm**, except on [bank holidays](#).

## Get free one-to-one support

Whether it's just an idea or you're ready to apply, you could get personalised support from an adviser with years of teaching experience. Chat to them by phone, email or text as little or as often as you need.

Get an adviser

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