

Privacy Notice: T Level Professional Development offer

The Education and Training Foundation takes its duty to process your personal data seriously. This Notice explains how we collect, manage, use and protect your personal data in relation to the T Level Professional Development offer (TLPD). More information about this work is available on the Education and Training Foundation website [here](#).

(1) Who we are

1.1 This Notice references the Education and Training Foundation (ETF, we, us, our), a registered charity (registration no: 1153859) and company limited by guarantee (company registration number (England and Wales): 08540597). More information on who we are can be found in our [Privacy and Cookie Policy](#).

1.2 This Privacy Notice (together with the ETF's general Privacy and Cookie Policy and Terms of Usage) sets out the basis on which we may process your personal data and information under the T Level Professional Development. All data processed as part of the TLPD will be done so in accordance with this Privacy Notice and held securely in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

1.3 The ETF may change this policy by updating this page. You should check this page from time to time to ensure that you are content with any changes.

1.4 The work on [TLPD](#) is being carried out by the ETF. For the purpose of data protection legislation, the Department for Education (DfE) are the overall data controller. The ETF are controllers of any data which is processed by our contracted partners for this offer, which we process on behalf of the DfE.

(2) What personal data we collect

2.1 We may process personal data that you provide to us directly (for example, through the websites that we operate, correspondence, phone, email, social media etc), via third parties where you have given permission to pass on your information, and from publicly available sources or otherwise.

2.2. Examples of data provided by yourself can be found in para.3 in our [Privacy and Cookie Policy](#).

2.3 The information you give us may include, but is not limited to, your name, age, address, postcode, email address, phone number, gender, ethnicity, employer, affiliated organisations (for example, professional body), job details, and personal description.

2.4 At the time of providing this personal information we will be clear about the purpose for which it is being collected, how you can subsequently ask for your data to be amended and how you can ask for it to be deleted.

(3) Our 'lawful basis' for collecting information

3.1 We have a number of legal reasons (or the 'lawful basis') that mean we can use (or 'process') your personal information, including consent, contractual, legitimate interest and public task (there are six in total). In particular Article 6 (1)(e) *Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*. You can find out more about this article [here](#). Sometimes more than one lawful basis will apply when we process your personal data. You can find out more

about our lawful basis for collecting and processing your information can be found in our Privacy and Cookie policy [here](#).

(4) How we use information about you

4.1 We require your personal data to understand your needs, provide you with a better service, and as required by DfE to deliver this offer. We require it in particular for the following reasons:

- Internal record keeping;
- Data to be transferred to the DfE quarterly on a census basis, and at the point of programme closure. Data will be handled by the Education Standards & Funding Agency (ESFA), which is an executive agency of the DfE;
- To provide a seamless offer, where TLPD is delivered by an organisation other than the ETF, your data will be provided to that organisation;
- Evaluation of TLPD by an external organisation (CFE Research).

For more information on how else we use your data please see our Privacy and Cookie Policy [here](#).

(5) Who we will make your personal data available to

5.1 The ETF will not sell or lease your personal information to third parties, we will only share your data with our contracted partners delivering the TLPD offer on our behalf and with the controller of this offer, the DfE.

5.2 Where we need to share your personal data with others to deliver this offer, we ensure that the third parties meet the same standards of data sharing and comply with data protection legislation. For the purpose of this project:

- The ETF have contracted partners to deliver this work on our behalf, outlined in the following pages under each activity here. In order to provide this service, they will process your personal data on our behalf. They will collect information via feedback forms, assessment tools and booking processes to ensure that you are given the best service. For some purposes, additional requirements may be needed. All information will be shared securely with the ETF.
- As part of our work delivering TLPD and under the contract with the DfE, we will need to share all your data with the DfE and such research partners that DfE select for this purpose.

(6) Security

6.1 All information you provide to us is stored on secure servers. We adopt appropriate technical and organisational measures to protect the security of all personal data held by the ETF, including sensitive personal data. All payment transactions are encrypted and stored securely. For more information on security please see our Privacy and Cookie policy [here](#).

6.2 We retain your information as long as necessary for each purpose we use it. In some instances, we are obliged by law to keep it for a defined period. Data stored on ETF Booking site is kept for up to 7 years following completion of a course. Data stored on Foundation Online Learning will be kept until a person withdraws consent. Feedback data is kept for 7

years following the completion of a course. All data is destroyed securely once the business need for retention has ended.

(7) What are your rights

7.1 The General Data Protection Regulation (GDPR), gives everyone a number of rights. More information about your rights can be found in our Privacy and Cookie Policy [here](#). You can also find more about your rights under the data protection law at the Information Commissioner's Office [website](#).

7.2 You can change the way you hear from us or withdraw your permission for us processing your personal data by contacting dataprotection@etfoundation.co.uk.

7.3 You have a right to access the personal data that is stored about you. Any person wishing to exercise this right should complete a Subject Access Request Form and send the completed form to dataprotection@etfoundation.co.uk. The form and further information can be found on the ETF [website](#).

7.4 For any other queries related to your individual rights you can contact dataprotection@etfoundation.co.uk.

7.5 If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Lead who will investigate the matter. Contact details can be found below. Alternatively, you can complain directly to the Information Commissioner's Office (ICO). Our Data Protection Lead, Gina Hobson, can be contacted by writing to: ETF, 157-197 Buckingham Palace Road, London SW1W 9SP; e-mailing dataprotection@etfoundation.co.uk; or calling 020 7340 8280.

Published: 31/5/2019