**Annex D – Privacy Notice**

**Privacy Notice: Subject knowledge enhancement (SKE)**

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 the SKE programme.

**How your data will be used**

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

1. a. know who is participating in the training;
2. b. confirm eligibility and funding for the training;
3. 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 SKE subject they have undertaken.

**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 SKE 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. The DfE expects to retain your personal data for up to 7 years for the above purpose.

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.

You can find more about how the DfE handles personal data at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

For questions or concerns about your personal information and data protection rights, please contact the DfE at: [www.gov.uk/dfe](http://www.gov.uk/dfe)

The Information Commissioner’s website publishes more details about your data protection rights at [www.ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights](http://www.ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights).

You have the right to raise any concerns with the Information Commissioner’s Office (ICO) via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

For further information about SKE, please contact: [SKE.INBOX@education.gov.uk](mailto:SKE.INBOX@education.gov.uk)

**Last updated**

Updates to this privacy notice may be required periodically. Please check back at:

[Subject knowledge enhancement: an introduction - GOV.UK (www.gov.uk)](http://Subject knowledge enhancement: an introduction - GOV.UK (www.gov.uk))

where a copy of the latest version of this notice is published.