

## Participant management information and Data Protection

The following data items are required for each applicant/participant:

1. Participant name, DOB, gender, contact details and reason for selecting this course.
2. Teacher Reference Number (TRN) – accurate provision of this is crucial as will allow us to link other datasets in-house. Where a participant does not have a TRN (e.g. they are a teacher without QTS working in an Academy) please indicate why.
3. Name and URN of the school the teacher is based in.
4. Main subject currently taught.
5. Additional subjects taught.
6. For participants that are teacher returners only please provide NCTL returner number.
7. Please indicate that you have read the information below that explains how the DfE will process your personal information.

## The Data Protection Act 1998 (DPA)

*Privacy notice: Information for applicants / participants*

### How will we use your information?

The training you are applying for is part-funded by the Department for Education (DfE). DfE intends to evaluate the course and the potential benefits to those who participate in it as well as the wider education sector. To enable them to do this, we will provide the minimum information necessary to them to carry out their evaluation.

*DfE (or a contracted organisation working on its behalf) may also:*

- Contact you to ask about your experiences of the training. Please note that, if contacted, you will be under no obligation to take part. If you do, you will not be identified in any results of the evaluation and you can ask not to participate, or change your mind, at any time.
- Link information you provide in your application form with other information about you which DfE already holds or to which it is lawfully permitted access. This is to identify (for example) what kinds of qualifications participants to this training go on to achieve, and how long they stay in teaching, without having to contact you repeatedly to ask you to update your information.

## Security and confidentiality

DfE's use of the information we share with them (or its contracted partner) will have no influence on the outcome of your application or your participation in the training and DfE's findings will not identify you or any other applicants/participants.

Any personal data shared with DfE will be handled securely and only accessed for the purposes of the evaluation of the science, technology, engineering and maths (STEM) package. Once it is no longer needed for this purpose, information we have shared with DfE will be securely destroyed.

You can find more information about DfE at [www.gov.uk/dfe](http://www.gov.uk/dfe).

If you have any questions about how DfE will use your information, please contact STEM.  
[evaluation@education.gsi.gov.uk](mailto:evaluation@education.gsi.gov.uk) Privacy notice: Information for inclusion in your privacy notice for applicants / participants.

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