



Information sharing for the purposes of the National Professional Qualification (NPQ) programme

Summary for providers

When participants register / apply for an NPQ they are required to provide personal information to providers and agree for the collection and analysis of data for research purposes as part of their agreement with the course provider. The course provider is contractually bound to provide that information together with course progress information to the Department for Education (DfE) for the purposes of research, evaluation, planning and statistical analysis.

Schedule 1 of the NPQ provider contract details these tracking requirements including the recording of teacher and school names and unique reference numbers, and the level of NPQ.

The Secretary of State needs this information to properly manage NPQs and evaluate the success of the programme in order to maximise the value obtained from the public investment in the NPQ programme. The purpose of the NPQs are to improve standards in education by improving teacher qualifications in compliance with the duty on the Secretary of State for Education pursuant to section 10 of the Education Act 1998 to promote the education of the people of England and Wales.

Crucially, NPQ applicants must be made aware that personal data will be shared with, and analysed by the DfE, why this is lawful and agree to this as part of their course agreement with the provider. On registering/applying for an NPQ, participants enter into an agreement with the provider and in doing so providers have the opportunity to:

- Specify that by doing so participants agree to the collection and sharing of this data with DfE
- Make applicants aware of what personal data is being collected and for what purpose
- Make applicants aware of what makes this data collection, processing and analysis lawful.

Whilst providers will have their own general privacy notices, please find below a suggested privacy notice to make available to ALL applicants (i.e. not just successful applicants) when

they apply for an NPQ. This also includes information about requests to participate in the wider evaluation of NPQ and QA activity.

Background

DfE is committed to evaluate the effectiveness of the revised NPQ programme and support continuous improvement and the quality of the offer. The NPQ has a vital role in supporting the supply and quality of leadership, especially in areas of greatest need. We wish to analyse aspects such as take-up, withdrawal, completion and employment outcomes for participants as this information will help us to develop and improve the NPQ offer. We want to do this efficiently and effectively with minimum time burden for participants, schools and providers.

We therefore need providers to assist by sharing information relating to applicants and participants with us, to be used purely for research and evaluation purposes. We will:

1. Analyse the information provided by the applicants in their application forms, and about their NPQ journey, in order to find out the characteristics of those who are applying for this training (and thereby identify other groups who are not applying).
2. Request that participants and Head Teachers assist us with our research by taking part in a survey at the start and end of the NPQs to gather direct views and experiences.
3. Request that applicants, participants and Head Teachers assist with our research by taking part in qualitative interviews to provide a rich understanding of views and experiences. This activity will be limited and the vast majority of participants will not engage with the evaluation at this level.
4. Link information about applicants and participants to other administrative data held by UCAS and on our Newly Qualified Teachers (NQT) database and School Workforce Census (SWC). This will enable us to consider the longer-term benefits of the package on attendees and the education sector in general.

Any reported findings will appear at an aggregated level with no individual applicant, participant or school identified or identifiable.

The Data Protection Act 2018 (DPA)

Except in certain circumstances, organisations collecting personal data must inform data subject(s) of the nature of personal data they plan to collect, how they will use it, who it might be shared with and why. This information is usually made available to individuals prior to their personal data being collected and usually appears in the form of a privacy notice.

Further information about the 2018 DPA (including updates from the General Data Protection Regulation (GDPR) can be found here:

<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>

Further guidance and definitions is available here:

Considerations

Providers may already be storing and processing personal information relating to trainees and should already be following procedures for complying with the Data Protection Act that may include existing privacy notice(s). However, it is unlikely that your general existing privacy notice(s) make NPQ applicants aware that their personal data will be shared with DfE for evaluation purposes.

Recommendation

Providers will need to make applicants aware of the above at the point of application (ideally on their application / registration forms) and enter into an agreement with each applicant about the supply and use of personal data, what makes it lawful, who it will be shared with, the purpose and how it will be stored.

Please note that it is important to make this information available to all of those who apply for the NPQ and not just those who are offered a place. DfE is just as interested in carrying out research with unsuccessful applicants as those who go on to participate.

SAMPLE PRIVACY NOTICE – as an example of content to be integrated into provider privacy notice / registration / application documentation (as appropriate) so it the information is made available to NPQ applicants and part of their:

Agreement for data collection and analysis

In registering /applying for a place on the NPQ programme, you are agreeing to the collection and sharing of personal data*, such as your name and TRN, with the Department for Education (DfE).

You can find more information about DfE at www.gov.uk/dfe.

The information below explains:

- what data will be collected
- why data is being shared with DfE
- other opportunities to contribute to the evaluation
- what makes it lawful to collect and share the data with DfE.
- how this affects you
- security and confidentiality information
- contact details for further information.

What personal data will we collect and share with DfE and its approved contractors?

For each participant, we will collect and share the following (referred to as personal data) with DfE:

***Personal data:**

- Name of applicant/participant
- Teacher Reference Number
- Current job role/post
- Date of Birth

***Special category data:**

- Ethnicity
- Gender
- Disability (if applicable)

What is the purpose of the data sharing?

Personal data will be collected and shared with DfE for the purpose of research, evaluation, planning and statistical analysis. This will enable DfE to:

- monitor performance of each provider

- deliver Quality Assurance (QA) of each provider
- evaluate the effectiveness of the NPQ programme
- understand the characteristics of who accesses, completes and benefits from it and in what way, and who does not
- identify good practice and opportunities to improve the NPQ delivery model
- understand the outcomes for participants, schools and pupils and any opportunities to improve these outcomes.

The evaluation will directly inform the review of performance and quality of delivery by providers, any improvements to NPQ programme policy and delivery and the outcomes for future participants.

How will DfE use the personal data we share with them?

We will collect and share personal data from your application form and from your NPQ journey (e.g. if you withdraw, complete etc.) with DfE (and Quality Assurance Agency, and external evaluator working on its behalf).

DfE will:

1. Analyse the personal data from your application form to understand the characteristics of teachers applying for the NPQ (and thereby identifying other groups who are not applying). DfE will use this information to explore the characteristics of participants who withdraw, drop out or complete and any common factors e.g. NPQ level, region.
2. Link and match this data with other information that DfE already collects or holds (e.g. [School Workforce Census](#), [national statistics for schools](#), [Edubase](#)) or data to which it is lawfully permitted access e.g. regional economic information. This enables analysis of the longer-term benefits of the NPQ programme, e.g. how many people progress/are promoted, how long it takes and if there are other factors that help or hinder this progress. This means we can avoid asking you to give us the same information twice. DfE will not share any information that will identify you, or any other third party, unless it is required to do so by law.

How will I be asked to contribute to the evaluation?

1. At the start of the programme, on behalf of DfE, we will invite all participants to complete an online evaluation survey about your expectations and reasons for applying. At the end of the NPQ programme, we will ask you to reflect on your use of what you have learnt. The responses to the survey will be treated in confidence and we will not see them. During the programme, the Quality Assurance Agency will invite you to complete a survey asking you about the content of the NPQ and its delivery.
2. In addition, DfE (or a contracted organisation working on its behalf) may contact you to ask you to assist with their research by taking part in telephone or face-to-face interviews; the purpose of this is to provide a richer understanding of your views and experiences. Please note that, if contacted, you will be under no obligation to take part and you can change your mind at any time. If you do agree to participate, you will not be identified or identifiable in any results of the evaluation.

What makes our sharing of your personal data with DfE lawful?

Any additional sharing of personal data provided on your application form will only take place where the law allows it.

We will share personal data with DfE for the purposes of research, evaluation, planning and statistical analysis that is in the public interest.

The Data Protection Act 2018 states 'personal data shall be processed fairly and lawfully and in particular, shall not be processed unless:

- a. At least one of the conditions in Section 8 of the Data Protection Act 2018 is met, and
- b. In the case of special category personal data, at least one of the conditions in Schedule 1 is also met'

The conditions under which it is lawful for this to happen are:

- The Part 2, Chapter 2 Lawfulness of processing: In Article 6(1) of the GDPR (lawfulness of processing), the reference in point (e) to processing of personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority includes processing of personal data that is necessary for part (d) the exercise of a function of the Crown, a Minister of the Crown or a government department.
- The Schedule 1 Part 2, 6 (2) condition: Statutory etc and government purposes for collecting and processing sensitive personal data on a participant's disability is condition and racial or ethnic origin. (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

How does this affect you/participants?

- Our sharing of this personal data with DfE (or its contracted partner working on its behalf) will have no influence on the outcome of your application or your participation in the NPQ and the findings of DfE's research will not identify you or any other applicants.
- Any reported findings will appear at an aggregated level with no individual applicant, participant or school identified OR identifiable.

Security and confidentiality

Any personal data shared with DfE (and organisations acting on its behalf) will be handled securely and confidentially. It will be used for the purposes of monitoring, quality assurance and evaluation of NPQ programme, and for related research on recruitment, personal development, leadership and retention.

Further information

For further information on how we process your personal data for the purposes of the NPQ, please contact: npq@thomasestley.org.uk

If you would like to know more about what personal data is being collected and how this is used by DfE to improve the NPQ programme, please contact: henry.anderton@education.gov.uk.

The evaluation surveys will be conducted by an external contractor employed by DfE and managed by Zoey Breuer. If you have any purposes, please questions about how DfE will use your information for research and evaluation contact: zoey.breuer@education.gov.uk.