

Privacy Notice for DfE funded Science Continuing Professional Development (CPD)

Who we are

This work is being carried out by STEM Learning Ltd (“STEM Learning”) on behalf of 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 Science Continuing Professional Development (CPD)

How we will use your information

We receive your personal data from STEM Learning, who have been contracted by the department to provide a programme of science CPD and support.

The aim for this project is to deliver CPD for the sciences to state funded schools in order to raise the quality of science teaching and to support teachers

The nature of your personal data we will be using

The categories of your personal data that we may be using for this project are:

- TRN (Teacher Registration Number)
- Your full name
- Date of birth
- Postal address
- Email address
- Telephone number
- Job title
- Dietary requirements (with your permission, these will only be required when attending events with refreshments)
- Accessibility requirements (with you permission, these will only be required when attending venues)
- Image and audio data will be processed during participation in online courses
- Payment and invoicing details

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is:

- Article 6(1)(e) UK GDPR, to perform a public task as part of our function as a department.

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this project, we may share your data with:

- STEM Learning and its sub-deliverers (including The Ogden Trust and The Association for Science Education).
- Lead schools which are providing training
- Activity venue providers
- IT support products including MS Dynamics, MyLearning, STEM Community
- Adestra – email marketing provider
- Credly – accreditation services
- Independent evaluator of the science CPD programmes for the purpose of assessing the impact
- Data matching against other data sets, potentially in the future
- Data may also be shared by STEM Learning with third party evaluators of the programme and research organisations
- As the information we collect about you will be stored on STEM Learning's IT infrastructure, it may also be shared with the data processors who provide them with email, relationship management, anonymous analytics, document management, and storage services

How long we will keep your personal data

The Department for Education will keep your personal data for the purposes of evaluation of the science CPD programmes until 30/09/2025, which is two years after the end of the current programme.

Information about how cookies are used

The STEM Learning website puts small files (known as 'cookies') onto your computer to collect information about how you browse the site. The website uses cookies to

distinguish you from other users of the website. This helps them to provide you with a good experience when you browse the website and also allows them to improve the site.

For more information about the cookies STEM Learning use, see <https://www.stem.org.uk/cookies>

Your data protection rights

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

For further information and how to request your data, please use the '[contact form](#)' in the Personal Information Charter at <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

under the 'How to find out what personal information we hold about you' section.

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at:

[Individual rights | ICO](#).

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 05/08/2022.

Contact Info:

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter 'Science CPD Programme' as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'