

## Privacy Notice

### National Professional Qualification for Headship

#### 1. Background

In Wales it is a statutory requirement for anyone serving as a headteacher to hold the National Professional Qualification for Headship (NPQH).

We want to develop the next generation of headteachers to lead our schools through our education reform agenda to inspire our children and young people. Headship is a challenging but rewarding job and our aim is to ensure that all prospective headteachers are supported and developed as they take the next step in their careers.

The NPQH programme aims to support and guide participants in readiness for their transition into headship. Prospective participants will need to complete an application form which if successful, will lead to an invitation to assessment.

From September 2025, the NPQH will be delivered by Dysgu.

#### 2. Controller

Dysgu ("we", "us", "our") is the data controller for personal data collected during application process.

#### 3. What personal data do we hold and where do we get this information?

Personal data is defined under the UK General Data Protection Regulation (UK GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier'.

As part of the application process, applicants will be asked to supply personal data such as name, address, email address, telephone number, ethnicity, job title and date of birth.

#### 4. Purposeful and lawful basis

We process your contact details to:

- Application Process - Personal data supplied will be used to contact you in relation to your application. Personal data such as name and contact details will be removed from applications before sharing with a sift panel.
- Administration of the programme - (e.g. communication, scheduling, support)



Grymuso Addysgwyr | Empowering Educators

- Personal data of successful applicants will be shared with the EWC – this is to ensure that all participants are registered to teach in Wales, have qualified teacher status (QTS) and have suitable access to the professional learning passport (PLP).
- Your contact details will be shared with other successful applicants and Leadership Coaches.
- Your personal details will be shared with your local authority or employer to notify them of your acceptance onto the programme and in order to process payments.
  - Estyn
  - Welsh Government
- Statistical and research purposes

## 5. Data Retention

We retain your data for the duration of the programme and evaluation (estimated 3 years) after which it will be securely deleted or anonymised.

## 6. How secure is your personal data?

Personal information provided to Dysgu is always held on secure servers, access to the applications will be restricted to the immediate policy team and sift/interview panel members. The personal data you provide will be stored in a restricted folder.

## 7. Your Rights

Under GDPR, you have the right to:

- Request access to your personal data
- Request correction or deletion of your data
- Object to or restrict processing
- Withdraw consent at any time (without affecting the lawfulness of prior processing)
- Lodge a complaint with a supervisory authority (e.g., ICO in the UK)

The contact details for the Information Commissioner's Office are: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 01625 545 745 or 0303 123 1113. Website: [www.ico.org.uk](http://www.ico.org.uk)

## 8. Withdrawal of Consent & Consequences



Grymuso Addysgwyr | Empowering Educators

If you do not consent to share your data with either organisation, you will still be able to apply but may be unable to participate if these partnerships are essential. You can withdraw consent at any time by contacting us.

## 9. Contact & Complaints

For concerns or complaints: - Contact our [DPO / Data Protection Lead, Gareth Key] at [gareth.key@dysgu.llyw.cymru] - Or raise the issue with your local data protection authority (e.g., UK ICO)

