



National Professional Qualification for Headship

Participants

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 new 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 interview.

PRIVACY NOTICE

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 and date of birth.

Upon receipt of the information, the Welsh Government becomes the data controller.

What do we do with your information?

In our remit as the data controller, the Welsh Government uses the information received for the below purposes. These purposes are necessary so as to enable us to carry out our public task and in the exercise of our official authority.

1. 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.

2. Day to day running of the programme:

- Your contact details will be used during the programme to keep you informed of the requirements.
- 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 the 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.

3. Statistical and research purposes:

- to inform, influence and improve education policy;
- to monitor and target funding effectively;
- to monitor the performance of the education service as a whole;
- to link with other Welsh Government datasets, to inform wider education policies

What is the lawful basis for using your data?

The lawful basis for processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government.

How secure is your personal data?

Personal information provided to Welsh Government 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. Your application will be shared with panel members via Objective connect. This is a secure, private workspace

How long do we keep your personal data?

Details will be retained for 3 years.

Individual rights

Under UK GDPR, you have the following rights in relation to the personal information you provide as part of this research, you have the right:

- To access a copy of your own data
- For us to rectify inaccuracies in that data
- To object to or restrict processing (in certain circumstances)
- For your data to be 'erased' (in certain circumstances); and
- To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

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

Further Information

If you have any further questions about how the data provided as part of your application will be used by the Welsh Government or wish to exercise your rights using the UK General Data Protection Regulation, please contact:

E-mail address: LeadershipDevelopmentDatblyguArweinyddiaeth@gov.wales

The Welsh Government's Data Protection Officer can be contacted at:
Welsh Government, Cathays Park, Cardiff, CF10 3NQ

Email: DataProtectionOfficer@gov.wales