



Llywodraeth Cymru
Welsh Government

Application for Endorsement of Professional Learning Provision

The aim of our approach to quality assure professional learning is to ensure that all education practitioners have equity of access to high-quality provision to support their continuous development. Our rigorous and robust endorsement process provides assurance that professional learning provision has met the required quality standards. The process is led by the National Endorsement Panel.

Providers delivering professional learning for education practitioners can present an application for endorsement, based on targeted calls for endorsement.

To gain endorsed status, providers will need to complete an application form, which if successful, will lead to an invitation to interview, to demonstrate how the provision meets the endorsement criteria.

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, the provider will be asked to supply contact details (name, email address, telephone number). This information will be used to contact you in relation to your application and will also be shared via a secure server with members of the Endorsement Panel, along with any other information you supply to us to support your application as part of the process to assess your application.

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 National Endorsement Panel members. The personal data you provide will be



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stored in a restricted folder. The information will only be used for the purposes of the application.

Your application will be shared with members of the National Endorsement Panel via Objective connect. This is a secure, private workspace.

How long do we keep your personal data?

If your application for endorsement is successful your details will be retained for 5 years. Otherwise, your data will be deleted within 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: ProfessionalLearningEndorsement@gov.wales

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government, Cathays Park, Cardiff, CF10 3NQ

Email: DataProtectionOfficer@gov.wales