



## **National Professional Qualification for Headship (NPQH)**

### **Coaches**

#### **Background**

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

Being a Leadership Coach is a unique opportunity to inspire and champion future Headteachers for Wales. The Leadership Coach is integral and pivotal in ensuring the success of the programme and a key part of strategic succession planning of school leadership in Wales. Coaches will be invited by application and committed to ensuring that participants are ready to enter the role of headship equipped and confident in their role

#### **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 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 have suitable access to the professional learning passport (PLP).
- Email addresses of successful leadership coaches will be shared with successful participants.
- Your personal details will be shared with your local authority or employer (if applicable) to notify them of your appointment as a Leadership Coach 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](http://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](mailto: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](mailto:DataProtectionOfficer@gov.wales)