



Privacy Notice: Subscription to TP Online/Licence Agreement

Introduction

This privacy policy is for the subscription process to TP Online. It tells you how we use and protect the personal data we collect from you or that you provide to us.

Schools and colleges must perform a number of pre-appointment checks when appointing staff to work at their school. For individuals who will be engaging in 'regulated activity' schools and colleges must obtain a certificate for an enhanced Disclosure and Barring Service (DBS) check with barred list information. TP online allows a check of the barred list whilst an enhanced Disclosure and Barring Service with barred list information is being obtained.

The Department for Education (DfE) manages the subscription service for TP Online. Access is granted through the allocation of a Licence Agreement (digital certificate).

For the purpose of data protection legislation DfE is the 'data controller' of personal data. Teachers' Pensions Capita, the 'data processor', processes personal data on behalf of DfE. DfE ensures that the data processor complies with all relevant requirements under data protection legislation as it has responsibility for the safety and security of all the data it holds.

The nature of your personal data we will be using

We ask you to subscribe to TP Online in order for you to have user access to this functionality. Once subscription is complete we only maintain the following personal identifiers.

- Name
- Address
- Telephone number
- E-mail address
- Fax number

We will tell you about any changes that might affect your Licence Agreement or the service we provide you as and when. We will only contact you by electronic means (e-mail).

Why DfE collects and uses this information

Your personal data is collected to allow you to undertake a TP Online check. This check allows you to check if it would be necessary to contact DBS to confirm the individual's barred list status before employing the individual.

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 General Data Protection Regulation (GDPR). For the purpose of this project, we process the majority of personal data as defined in GDPR Article 6(1).

For the purpose of this project, the relevant condition(s) that we are meeting are the conditions that appear in Article 6(1)(e) of the GDPR; the processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Who DfE share data with

Personal data is provided by you and is shared only with the 'data processor' for the purposes stated above. Your information will not be shared with third parties unless the law allows it. The personal data is shared with the 'data processor' in order for them to issue a Licence Agreement enabling the individual access to TP Online. We ensure that this sharing complies with data protection legislation.

Storage of data

Personal data is held on a secure data server. Systems adhere to the appropriate security measures as required by the GDPR to protect against unauthorised access or unlawful processing.

Retention of data

Personal data is held for a 12 month period unless where such subscription is not complied with, or on termination of a subscription or where an annual subscription is not renewed. In these circumstances the data is deleted from the secure data server.

Your rights and how we protect them

You have the right:

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete
- To request deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

- Not to be subject to decisions based purely on automated processing where it produced a legal or similarly significant effect on you

Contact Information

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

For further information about your data protection rights and your rights to raise a concern you should contact the Information Commissioner's Office (ICO) via their website at <http://ico.org.uk/concerns>

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 31 July 2018.