

NCELP CPD Course Privacy Notice

NCELP (The National Centre for Excellence for Language Pedagogy) is part of the Department of Education within the University of York. As part of our work funded by the UK Government's Department for Education, we organise Continuing Professional Development (CPD) courses for teachers of modern foreign languages in England.

This privacy notice is for individuals applying for the asynchronous NCELP CPD course. It sets out the ways in which NCELP gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the [Data Controller](#) as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and our entry can be found at <https://ico.org.uk/ESDWebPages/Entry/Z4855807>. Our registration number is: Z4855807.

Where do we get your data from and what data do we collect about you?

We collect **personal data** about you when you apply for our CPD course via our online application form. We typically collect the following data for the purposes of determining whether you are eligible for the course and liaising with you about the course:

- Your name
- Your email address
- Your role and languages you teach
- Your establishment name and details

What is our legal basis for processing your data?

Under the General Data Protection Regulation (GDPR), the University has to identify a legal basis for processing personal data. The University needs to collect and retain certain types of data, in various formats, about the current and past NCELP CPD course applicants in order to fulfil its functions as a CPD provider.

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you e.g. to provide you with training and support;
- because it is necessary for the performance of a task carried out in the public interest (for information on our public task see our function as set out in our [charter](#));
- because you have given us your consent

How do we use your data?

The University may process your personal data for the following purposes:

- to process your application, notify you of the outcome of your application, and to liaise with you about the course logistics e.g. registration for the NCELP Learning Management System (LMS) and guidance on use of the platform;
- to compile anonymised statistical information which the University may be required to publish or pass to the Department for Education as our funding body;
- (if you have consented) to send marketing information to keep you updated about NCELP events, courses, resources and activities. You may opt out at any time. If you no longer wish to be contacted for marketing purposes, you can either contact us at enquiries@ncelp.org or request to be removed or simply click the 'unsubscribe' button at the bottom of our marketing emails.

Who do we share your data with?

The University may share your data with:

- employees of the University for the purpose of providing you with appropriate support during the application process,

The University may also disclose your data to other 3rd parties not listed above on a case-by-case basis. Disclosures will be made in full accordance with the data protection legislation and only where necessary. Consent will be sought from you where appropriate and you will be told about such disclosures unless exceptional circumstances apply.

How do we keep your data secure?

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, <https://www.york.ac.uk/it-services/security/>

How do we transfer your data safely internationally?

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the UK. In respect of such transfers, the University will comply with our obligations under UK GDPR and ensure an adequate level of protection for all transferred data.

How long will we keep your data?

The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University's Records Retention Schedule.

What rights do you have in relation to your data?

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent.

If you would like a copy of some or all of your personal data held by NCELP, please email us or write to us at the contact addresses below.

There may be circumstances in which we are unable to erase data held about you, in which case we will notify you. For more information, see <https://www.york.ac.uk/records-management/dp/individualsrights/>

Questions or concerns

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University's Data Protection Officer at dataprotection@york.ac.uk

Right to complain

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns