**Privacy Notice: Senior Mental Health Lead Training – Market Engagement**

**Our legal basis for using your data (personal and non personal)**

By providing your data in response to the early engagement notice for the delivery of senior mental health lead training you are consenting to us using and storing your data in the ways set out below.

**Why we need your data**

We need information about you as part of the early engagement with the provider market to inform decisions that will support delivery of the commitment to offer training for senior mental health leads in schools and colleges.

**What we do with your data**

We will not:

•sell or rent any of your data to third parties

•share your data with third parties for marketing purposes

We will share your data if we’re required to do so by law. For example, by court order, or to prevent fraud or other crime. We will also share your data in the event of a serious safeguarding concern. For example, if we are concerned about the welfare of a child or vulnerable adult.

When using your responses in reports or presentations, or sharing with other government departments, we will anonymise your data so that you or your organisation are not identifiable. Names or other personal data will be removed.

Only staff working on this project within DfE will have access to the full data collected as part of this project, although we may share aggregated or anonymised data where organisations and individuals are not indentifiable with colleagues across government if required for the purpose we set out above.

As your personal data will be stored on our IT systems it will also be shared with organisations that provide our email, document management and storage services protected under separate privacy agreements.

**Where your data is processed and stored**

Your personal data may be transferred outside the European Economic Area (EEA) while being processed by DfE. If this happens, we’ll make sure you’re given the same level of technical and legal protection as you are within the EEA through Model Contract Clauses or US Privacy Shield.

**Who we share your data with**

Your personal data may be shared with a limited number of people in other organisations outside of DfE, as described above. Reports containing anonymised findings may be shared beyond DfE. For example, with other government departments or organisations that we are working with.

**How we protect your data and keep it secure**

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access to or disclosure of the data we collect about you. For example, we protect your data using varying levels of encryption. All third parties that process personal data for DfE are also required to keep that data secure.

**Your rights**

You have the right to withdraw consent to the processing of your personal data - for example notes where you can be identified. If a report with anonymised quotes has been published (internally or externally) we will not be able to remove this as it does not constitute personal data.

You also have the right to request:

•information about how your personal data is processed

•a copy of that personal data

•that this copy be provided in a structured, commonly used and machine-readable format

•that anything inaccurate in your personal data is corrected without delay

•that your personal data is erased if there is no longer a justification for holding it

•that the processing of your personal data is restricted in certain circumstances (for example, where accuracy is contested)