



Privacy Notice: Teacher Self-Service Portal

Who we are and why we process personal data

We are the Teaching Regulation Agency (TRA), an executive agency of the Department for Education (DfE). We act on behalf of the Secretary of State for Education, as the competent authority for school teachers in England. Our functions include:

- awarding qualified teacher status (QTS) to:
 - individuals who successfully complete an approved programme of initial teacher training (ITT) with an accredited provider in England or Wales
 - individuals who qualified as teachers in the European Economic Area (EEA), Switzerland, Northern Ireland, Scotland, Australia, Canada, New Zealand or the United States of America who are eligible and who apply for professional recognition in England
- awarding early years teacher status (EYTS) to individuals who successfully complete an approved programme of early years ITT with an accredited provider in England
- issuing unique teacher reference numbers (TRNs) to trainee teachers
- maintaining the central list of qualified teachers with a record of their ITT and induction outcomes, and to make this information available to employers within the education sector
- maintaining the central list of persons who have a decision, prohibition, restriction or alert against them in relation to teaching in England, and to make this information available to employers within the education sector
- supporting the DfE's role in safeguarding children as detailed in [Keeping children safe in education](#)

We hold and process personal data within the Database of Qualified Teachers (DQT) to support the delivery of these functions, which in turn, support the delivery of education services and help to maintain public confidence in the teaching profession. Data within the DQT is collected from, and shared with, a number of relevant third party organisations. The DQT is maintained by the TRA. For the purpose of data protection legislation, the DfE is the data controller for the data held and processed within the DQT.

The purpose of the Teacher Self-Service Portal

The Teacher Self-Service (TSS) portal provides teachers, such as yourself, with access to their personal records held on the DQT and allows you to:

- view your teacher record

- obtain electronic copies of your qualified teacher status, early years teacher status and/or induction certificates
- obtain electronic copies of relevant supplementary teaching qualifications
- update your personal details
- download a letter confirming your teacher qualifications
- input your employment details

If you do not wish to use your TSS account, then you can indicate this on the TSS homepage.

The nature of your personal data we will be using

Not all of types of data processed in the DQT are intrinsically considered to be personal data (see below). As these data are in all cases associated with personal identifiers (eg name and date of birth), data protection legislation considers them to be personal data. The categories of your personal data that are held and processed within the DQT are:

- personal identifiers (eg name, date of birth)
- contact information (eg e-mail address, telephone number)
- teacher status (eg QTS/EYTS status, induction status, ITT result)
- qualifications (eg previous degrees)
- supplementary teaching qualifications (eg mandatory qualifications, national professional qualifications)
- decisions in relation to teaching in England (eg decisions, prohibitions, restrictions or alerts)
- employment details (eg current employer)

Not all of these data categories are shared with every third party which can access the DQT (see below).

Your contact details are only used by the DfE, or organisations acting on behalf of the DfE, to support the functions of the Teacher Qualification Unit within the TRA, the administration of the Teachers' Pensions scheme and to deliver communication exercises in relation to your initial teacher training and newly qualified teacher (NQT) induction period. If you wish to allow the DfE, or organisations working on behalf of DfE, to use your contact details for additional communication exercises, research or survey purposes then you can indicate this on the TSS homepage. Participation in research or survey activity is entirely voluntary and your personal data will remain secure and confidential.

If you undertook a course of ITT or a period of NQT induction prior to 2013, a paper record of any decisions in relation to these activities may be retained in secure DfE storage. An electronic copy of these documents may also be retained for the purposes of historical enquiries.

How and why your personal information is collected, who your information is shared with and why this information sharing occurs

Your personal data are used by the DfE to create a teacher record on the DQT and to build that record through your career. The DfE also uses this data for workforce analysis and administration. The DfE sources your personal data both directly from yourself and from a number of third party organisations. The DfE shares personal data held on the DQT with relevant third parties where the law allows it or where there is a legal requirement for sharing to take place, and we ensure this sharing complies with data protection legislation. This sharing affects you, the data subject, because it ensures that a central record is available which allows employers to check whether individuals they employ, or are considering employing, are suitably qualified and do not have any restrictions against them in relation to teaching in England. The information below details the third parties the DfE shares data with to maintain the DQT, the purpose for data sharing and the method by which your data are shared:

Accredited providers of initial teacher training (ITT)

These include both school centred ITT providers and higher education institutions that deliver courses that lead to the award of QTS/EYTS.

The DfE collects your personal information from accredited ITT providers when you commence an approved course of ITT in England. ITT providers supply this information directly to the DfE or through the Higher Education Statistics Agency (HESA). The DfE uses this information to create a record for you on the DQT and to allocate you a unique TRN. The DfE also collects information from ITT providers regarding the outcome of trainee ITT programmes. The TRA awards QTS/EYTS to an individual based on the formal recommendation of the ITT provider, and updates an individual's teacher record to reflect the award. The updating of a record to reflect the outcome of ITT may involve automated processing according to that information submitted by the ITT provider.

The DfE collects the following personal information types from ITT providers through a secure DfE file transfer solution or from HESA using a separate secure method file transfer, and uses this data to create your record on the DQT:

- personal identifiers
- contact information
- teacher status
- qualifications

The DfE shares the following personal information types with ITT providers through the TRA initial teacher training web-portal secure transfer method to document your ITT outcome:

- personal identifiers
- teacher status
- decisions in relation to teaching in England

Appropriate Bodies (ABs) who quality assure the NQT induction process

The DfE collects your personal information from approved ABs relating to your period of induction and the outcome of this process. The DfE uses this information to document the NQT induction process on your teacher record in the DQT. The updating of a record to reflect a period of Induction may involve automated processing according to that information submitted by the AB.

Information is shared between the DfE and ABs through the TRA appropriate bodies web-portal secure transfer method

The DfE shares the following personal information types with ABs:

- personal identifiers
- teacher status
- decisions in relation to teaching in England
- employment details

Approved providers of mandatory qualifications (MQ)

The DfE collects personal information on individuals who commence study for an MQ so they may be employed to teach pupils who have hearing/visual or multi-sensory impairments. The DfE also collects information from MQ providers on the outcome of an individual's training. The DfE uses this information to update the teacher's record to evidence that the individual holds an MQ.

Information is shared between the DfE and MQ providers using the DfE Egress secure email solution

The DfE collects the following personal information types from MQ providers:

- personal identifiers
- supplementary teaching qualifications

Approved providers and assessors of National Professional Qualifications (NPQ)

The DfE collects personal information on individuals who study for an NPQ qualification, these being:

- National Professional Qualification for Headship (NPQH)
- National Professional Qualification for Senior Leadership (NPQSL)
- National Professional Qualification for Middle Leadership (NPQML)

The DfE collects this information from the NPQ provider at the registration stage for the qualification and following assessment from the final assessment provider (if different to the registering provider). The DfE uses this information to update the teacher's record to evidence that an individual holds an NPQ and to document an individual's ongoing professional development.

Information is shared between the DfE and NPQ providers using secure email transfer

The DfE collects the following personal information types from NPQ providers:

- personal identifiers
- supplementary teaching qualifications

Capita Teachers' Pensions (TP)

The DfE collects personal information which is supplied to TP as part of their administration of the teaching workforce pension scheme. The DfE uses this information to create a record for you on the DQT if one does not already exist or to update your existing teacher record.

The DfE also shares personal information on the DQT with TP to support the accurate administration of the teaching workforce pension scheme.

Information is shared between the DfE and TP through a secure file transfer solution

The DfE shares the following personal information types with TP:

- personal identifiers
- contact information (e-mail address)
- decisions in relation to teaching in England

Competent education authorities in European Economic Area (EEA) member states

The DfE collects personal information from competent authorities to confirm an individual's eligibility to teach when they request recognition to be a teacher in England. The DfE provides personal information to other competent authorities if an individual applies to have their professional standing in England recognised in other EEA states.

Information is shared between the DfE and EEA competent authorities through the Internal Market Information (IMI) secure transfer system.

The DfE shares the following personal information types with EEA competent education authorities:

- personal identifiers
- teacher status
- decisions in relation to teaching in England

The Disclosure and Barring Service (DBS)

The DfE collects personal information from the DBS regarding any decision, prohibition, restriction or alert in relation to working with minors or vulnerable adults

Information is shared between the DfE and the DBS through the following secure methods of transfer:

- DBS secure email solution
- DfE Egress secure email solution

The DfE shares the following personal information types with DBS:

- personal identifiers
- decisions in relation to teaching in England

The Education Workforce Council (EWC)

The DfE collects personal information from the EWC on all teachers who are awarded QTS and who pass induction in Wales. The DfE uses this information to create a teacher record on the DQT. The DfE confirms the teacher status of persons recognised to teach in England who apply for recognition with the EWC. The DfE also collects data on teachers with a decision, prohibition, restriction or alert against them in relation to teaching in Wales, and sends the same data to EWC in relation to individuals teaching in England.

Information is shared between the DfE and the EWC through the following secure methods of transfer:

- DfE Egress secure email solution
- Globalscape secure file transfer protocol solution

The DfE shares the following personal information types with the EWC:

- personal identifiers
- teacher status
- mandatory qualifications
- decisions in relation to teaching in England

Employers within the education sector

The DfE shares information with employers within the education sector (eg colleges, nurseries, schools) to support the delivery of education services. The DfE provides these institutions with access to the personal records on the DQT so they may check that persons they employ, or are considering employing, are suitably qualified and do not have any restrictions against them in relation to teaching in England.

Information is shared between the DfE and employers through the TRA Employer Access - schools portal secure transfer solution.

The DfE shares the following personal information types with employers:

- personal identifiers
- teacher status
- supplementary teaching qualifications
- decisions in relation to teaching in England
- employment details

Employers can use the Employer Access- schools service in three ways. They can 1) look up individual teacher records by searching against an individual's TRN and DOB, 2) check against centrally held lists of teachers with a relevant decision against them in relation to teaching and 3) build a report which collates teachers they employ

into a list. They build this list to support the completion of their statutory employment checks. Teachers can only be present on one employment list at a time, and will remain on that list as long as they work for that employer. You can view if you are on an employment list by looking under the 'Employment' heading on your TSS record. If your employment data are incorrect, then you can update this using the 'Update your employment details' link in TSS.

Organisations involved with the delivery of education services

The DfE shares information with organisations involved in the delivery of education services (eg local authorities, teacher supply agencies) to support the delivery of such services. The DfE allows organisations to view information within the DQT to enable them to check an individual is suitably qualified and has no restrictions against them in relation to teaching in England.

Information is shared between the DfE and Organisations through the TRA Employer Access- organisations portal secure transfer solution

The DfE shares the following personal information types with organisations:

- personal identifiers
- teacher status (excluding those who hold qualified teacher learning and skills status (QTLS))
- supplementary teaching qualifications
- decisions in relation to teaching in England

Relevant law enforcement bodies

The DfE shares personal information from the DQT with relevant law enforcement bodies (eg the National Crime Agency, the police) to promote employer safeguarding of children within the education system

Information is shared between the DfE and relevant law enforcement bodies through secure e-mail solutions

The DfE shares the following personal information types with relevant law enforcement bodies:

- personal identifiers
- contact information
- teacher status
- decisions in relation to teaching in England
- employment details

The General Teaching Council for Scotland (GTCS)

The DfE collects personal information from the GTCS relating to individuals with any decision, prohibition, restriction or alert in relation to their teaching in Scotland. The DfE sends the same data to GTCS in relation to individuals teaching in England.

Information is shared between the DfE and GTCS through the following secure methods of transfer:

- Egress secure email solution
- IMI secure transfer system
- TRA Teacher Services- employers portal secure transfer solution

The DfE shares the following personal information types with GTCS:

- personal identifiers
- teacher status
- decisions in relation to teaching in England

The General Teaching Council for Northern Ireland (GTCNI)

The DfE collects personal information from the GTCNI relating to individuals with any decision, prohibition, restriction and/or sanction in relation to their teaching in Scotland. The DfE sends the same data to GTCNI in relation to individuals teaching in England.

Information is shared between the DfE and GTCNI through the TRA Teacher Services- organisations portal secure transfer solution

The DfE shares the following personal information types with GTCNI:

- personal identifiers
- teacher status
- decisions in relation to teaching in England

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 data protection legislation. In this case, it is necessary for the department to carry out this work, and to use the information for these purposes, to exercise its functions.

How long we will keep your personal data

The DfE holds information on the teaching workforce, and those with restrictions placed upon them, to support the delivery of education services and to maintain public confidence in the teaching profession. Your personal data are therefore held within the DQT for the active lifetime of a teacher or until a valid date of death is provided by TP. Once either criteria are met, a record is inactivated for a period of five years to mitigate against the risk of fraud, after which the record is permanently deleted.

Please note that, under section 33 of the Data Protection Act, and in compliance with the relevant conditions, we can lawfully keep personal data processed purely for

research purposes indefinitely. You have the right to object to our retention policy (see below).

Your data protection rights and your right to lodge a complaint

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 the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (ie permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific or historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via gts.enquiries@education.gov.uk.

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

Please note that as the DfE has a clear purpose for processing your personal data, we would not explicitly seek your consent to process your data within the DQT. If you are unhappy with our use of your personal data, please let us know by contacting gts.enquiries@education.gov.uk. Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

Last updated

This notice is reviewed annually, and we therefore recommend you revisit this information on at least a yearly basis. This version was last updated on 22 January 2019.