

About the Flexible Working in Multi-Academy Trusts and Schools Programme

Capita, on behalf of the Department for Education (DfE), are delivering a programme to promote flexible working practices in Multi-Academy Trusts (MATs) and Schools, which includes a series of free training and support webinars.

Who we are

Capita are delivering the Flexible Working in MATs and Schools Programme on behalf of the Department for Education (DfE). For the purposes of the UK data protection legislation, the Data Protection Act 2018, incorporating the UK General Data Protection Regulation (UK GDPR). The DfE is the data controller, and Capita is the data processor.

For more information about how the DfE handles personal data please see: [Personal information charter – Department for Education – GOV.UK \(www.gov.uk\)](#).

Where we obtain your personal data

- The cookies on the website www.flexibleworkingineducation.co.uk
- The information you provide when completing the online registration form on www.flexibleworkingineducation.co.uk
- The information you provide when registering for a webinar as part of the programme
- The information you provide when completing a post-course evaluation as part of the programme
- From the DfE and participating schools

The types of personal information we collect

If you create an account on the website, Capita will collect and process the following personal data on behalf of the DfE:

- First name
- Last name
- Job role
- Email address

Purposes for which we will use and share your personal data

The data is being processed to meet the DfE's public task obligation to provide flexible working in MATs and schools and the data may be shared with Flexible Teacher Talent.

Capita is processing your data to meet the DfE's public task obligation to deliver the Flexible Working in MATs and Schools Programme. Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Use of sub-processors

Capita will be using Salesforce (Pardot) to deliver part of the service. We will not use any other sub-processors.

Use of cookies

As you interact with the website, it will automatically collect personal data by using cookies, server logs and other similar technologies. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

For more information on our use of cookies and how to disable cookies go to our Cookies policy.

– <https://www.flexibleworkingineducation.co.uk/cookie-policy.pdf>

How long we will keep your information

On our behalf, Capita will keep the personal data you provide including Flexible Working in MATs and Schools Programme website registration form for a period of seven years upon the end of the programme's lifecycle. This is the term that applies to all records which it may need for audits or recoveries. The Flexible Working in MATs and Schools Programme runs from June 2023 until the end of April 2025.

Third-party links

The Flexible Working in MATs and Schools Programme website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our websites, we encourage you to read the privacy policy of every website you visit.

Data subject's rights

When using the Flexible Working in MATs and Schools Programme website your data subject rights are:

- the right to be informed about the collection and the use of their personal data
- the right to access personal data and supplementary information
- the right to have inaccurate personal data rectified, or completed if it is incomplete
- the right to erasure (to be forgotten) in certain circumstances
- the right to restrict processing in certain circumstances
- the right to object to processing in certain circumstances
- the right to complain to the Information Commissioner

The following rights do not apply:

- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time (where relevant)

- the right to data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services

Complaints about how we process your personal information can be considered by the UK data protection regulator, the Information Commissioner's Office (ICO).

We would, however, appreciate the chance to deal with your concerns before you approach the [Information Commissioner's Office \(ICO\)](#), so please contact the DfE in the first instance. You can contact the Department using our secure [DfE contact form](#) or writing to:

Emma Wharram, Data Protection Officer
Department for Education
(B2.28) 7 & 8 Wellington Place
Wellington Street
Leeds
LS1 4AW

The ICO can be contacted using the following details:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
UNITED KINGDOM



Website: www.ico.org.uk

Email: casework@ico.org.uk