**Teacher research workshops 2019 privacy notice**

This privacy notice explains how Ofqual uses the personal information we collect about you when you register your interest in attending our teacher research workshops using the Ofqual SmartSurvey link.

So that we can register your interest in a workshop, we need your consent to collect, retain and use your personal information.

The information you provide will be used to process your expression of interest. We will also use it to contact you regarding your attendance at the teacher research workshops. Ofqual will not share, sell or use your details for any other purpose.

Your information will be collected by SmartSurvey. SmartSurvey is a UK based company who provide Ofqual with a survey service which we use to register your interest in our workshops. Your data will be held within the EEA in accordance with UK data protection law. For more information, please refer to [SmartSurvey’s Privacy Policy & Notice](https://www.smartsurvey.co.uk/privacy-policy).

If you wish to attend one of our workshops but do not wish to use SmartSurvey to book a place, please contact the workshop organiser by emailing DDEGQ@ofqual.gov.uk.

Ofqual will keep your personal information for up to one year after the workshop has taken place. It will then be deleted.

If you would like your personal information to be erased or rectified or if you would like to receive a copy of your personal data, please contact Ofqual’s Data Protection Officer at dprequests@ofqual.gov.uk. You can also contact Ofqual at:

Ofqual
Earlsdon Park

53-55 Butts Road

Coventry

CV1 3BH

Tel. 0300 303 3344

Email – public.enquiries@ofqual.gov.uk

**Making a complaint**

If you believe that Ofqual has not complied with your data protection rights, please contact Ofqual’s Data Protection Officer in the first instance. Or if you wish to make a formal complaint to Ofqual about how we process your personal data, please visit our complaints procedure page at <https://www.gov.uk/government/organisations/ofqual/about/complaints-procedure>

You also have the right to make a complaint to the Information Commissioner’s Office (ICO) at:

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel. 0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)