Privacy Notice for Deployment of Teaching Resources (DTR) Returns

Purpose

The purposes for which the Department processes your data are:

- To facilitate the planning of school inspections
- For statistical research and analysis including the development, by the Department of Education, of a Teacher Supply – Demand model.

Legal basis

- *Education Act 1998*, Section 13 (Functions of Inspectorate)

Source

- Individual schools

Categories of data subject

- Post-primary teachers

Categories of personal data

- Identity
- Qualifications

Refer to Appendix A for further details.

Further Processing

Where the Department intends to further process your data for a purpose other than the purposes listed above, the Department will provide you prior to that further processing, with information on that other purpose and with any relevant further information on the processing activity and your data protection rights.

Recipients of the data

Data Sharing

N/A

Data Processor

N/A

Storage period

- All data in the DTR files are retained for 12 months for inspection purposes; this retention period is subject to review thereafter as the data may be retained for a longer period if an inspection is still ongoing or if the relevant report has not been published.
- After 12 months or when the data is no longer required for inspection purposes or for statistical research purposes (whichever is the later), the data is pseudonymised.

Data Subject Rights

Please follow the Subject Access Request link for information on your right to access your data.

You may also exercise your right to correct your data, seek to restrict how they may be processed or object to how they may be processed. Your data will not be used for automated decision-making or profiling, see Rights of Individuals under the General Data Protection Regulation

The Department may not be able to agree to your request for deletion also where your data are subject to the National Archives Act and no order has been made to dispose of this category of data under that Act, see National Archives Act

You have the right to lodge a complaint with the Data Protection Commissioner, please see www.dataprotection.ie

Further Information

Further information on the deployment of teaching resources (DTR) returns is available on the gov.ie website.

Contact Details

The Department of Education is the data controller for the processing of your data. If you have any query in respect of this you may contact the Inspectorate by e-mail (at inspectorate@education.gov.ie or by post to The Inspectorate, Department of Education, Marlborough Street, Dublin 1, DOI RC96.

The Department's Data Protection Officer may be contacted by sending an e-mail to dpo@education.gov.ie or by post to Department of Education, Data Protection Unit, Cornamaddy, Athlone, Co. Westmeath.

Appendix A – Categories of personal data

Purpose: data items related to individual teachers are included in the DTR return to provide inspectors with sufficient information to plan inspections and to support statistical research and analysis.

Data Item	Purpose – additional notes	Comment
Teacher/Tutor name	To identify teacher/tutor associated with a class period and/or subjects	
Teacher Reference Number (internal school reference number)	Used to decode the data in File C (Details of Timetabled Classes) to enable the DTR data to be processed and made available to inspectors.	*The teacher reference number is an administrative reference number used in schools and used by schools' administrative software packages. It cannot be used on its own to uniquely identify an individual teacher. It is used by the Inspectorate in the processing of the DTR return to decode the data in File C (Details of Timetabled Classes)* *In conjunction with the teacher's forename and surname it can be used to identify a teacher in a particular school.* *It is not removed as part of the pseudonymisation process as it is required to construct timetable information from the DTR return.*
Teacher Name (Surname & forename)	For use by inspectors in planning and undertaking school inspections. Required to construct inspection timetable.	*Refer to Storage period: Teachers' names are pseudonymised when the data is no longer required for inspection planning purposes.*
Teacher Gender	To support balanced inspection planning	
PPS number	To support statistical research and analysis	*The PPS number will be used for the purposes of supporting statistical research and analysis including the development by the Department of Education and Skills, of a Teacher Supply – Demand model. The PPS number will be removed as part of the pseudonymisation process.*
Qualifications	To support inspection planning	
Post	To support inspection planning [Promotional post held by individual]	
Capacity	To support inspection planning [Employment status of individual]	
Jobsharer	To support inspection planning [Employment status of individual]	