

Privacy Notice for Settings

Using Schema Theory to help Practitioners understand the Conceptual Development of Mathematics

Introduction

This privacy notice accompanies the Memorandum of Understanding covering the responsibilities associated with participating in the Schema and Maths course. It outlines the responsibilities of the delivery team at **the East Midlands Early Years Stronger Practice Hub** as data controller for the handling of personal data collected from participating teaching staff, senior leaders or others during the delivery and evaluation of the course.

The development and delivery of this course is supported by the **Department for Education (DfE)**.

Purpose and lawful basis for processing

We need to process some personal data to monitor the delivery of the course and to collect feedback on the experience of participants. This will help inform any future development and improvement of the programme.

The lawful basis we rely on for processing your personal data is **legitimate interests** under Article 6(1)(f) of the UK GDPR. These interests are as outlined above.

What we need and why we need it

We will collect the following data to help us understand your attendance at activities before and during the course, and how the course itself has been delivered. This may include:

- Teaching staff names
- Attendance at training sessions
- Example session plans or preparation work
- Teaching staff usage of specific programme materials or strategies during sessions

We may also collect teaching staff names during the collection of survey, interview or focus group responses about your views of the course and your experience of delivering it.

We will not be collecting any personal data at pupil level.

How long we keep it

We will retain your personal details until the end of the project. At this point, the personal details of all participants (i.e. names and contact details) will be deleted.

Who will we share personal data with?

Data relating to the individual who has signed the MoU, along with the details of teaching staff delivering the course, may be shared with the **Department for Education (DfE)** and the **East Midlands Early Years Stronger Practice Hub** for monitoring purposes.

Any feedback data collected through surveys, interviews, focus groups or other methods will be anonymised before sharing.

Your data may be processed using providers of administration and analysis software, such as Microsoft Office and Google Workspace.

What are your rights?

As we are processing your personal data for our legitimate interests as stated above, you have the right to object to our processing of your personal data. There may be legitimate reasons why we cannot comply with your objection, depending on the purpose of the processing.

This privacy notice should be read in conjunction with the East Midlands Early Years Stronger Practice Hub's general privacy notice, which covers information relevant to anyone whose data is used by the organisation, including further details about your rights.

If you wish to exercise any of these rights or require further information about this notice, please contact us at the East Midlands Early Years Stronger Practice Hub.

Our Data Protection Officer can be contacted at:

 enquiries@pengreen.org

 01536 400068

[East Midlands Early Years Stronger Practice Hub Privacy Notice](#)