



## Teacher Subject Specialism Training (TSST) Courses – 2019/20

The purpose of this form is to collect sufficient information to allow approval of your application. This information is stored electronically and is used to make statutory returns to Government agencies.

### Course details

### Personal Details

Title *If 'Other' please state*

First name(s)

Surname

Maiden/previous  
name

Date of Birth

Email address

Teacher Reference Number (TRN/DfE reference number/QTS number/QTLS number)

*(This can be found on your QTS certificate or can be requested from Capita by emailing [tpmail@capitagroup.co.uk](mailto:tpmail@capitagroup.co.uk). If you do not have a TRN you may not be eligible for this course.)*

Year Awarded

### Academic and Professional Qualifications

*Please tick the qualification below that relates to your highest qualification to date on application.*

	<i>Tick</i>	<i>Year</i>	<i>Institution</i>	<i>Subject (if applicable)</i>
BEd/CertEd				
PGCE Primary/Secondary				
BA or BSc (Hons)				
FE Teaching Qualification				
Other				

### Mathematical Qualifications

	<i>Year</i>	<i>Institution</i>	<i>Grade obtained</i>
GCSE or equivalent			
A/AS Mathematics			

### Mathematics at Degree Level

*Briefly describe any mathematical courses passed at degree level*

## **Current School/College Details**

Current school/college

School/college URN

*This number can be found by searching the EduBase at [www.education.gov.uk/edubase/home.xhtml](http://www.education.gov.uk/edubase/home.xhtml)*

School/college address

Post code

Telephone Number

Email address

*If you are returning to the profession after a career break, you may have a DfE Returner Number.*

*If so please note this here*

*(You can obtain this number by calling the Return to teaching helpline at the DfE on 0800 085 0971)*

Subject in which your ITT Qualification (if held) was completed

Have you previously completed a TSST course?

What is your main role in your school/college?

What is your main subject taught?

Please list any other subjects taught

Any further comments you feel are relevant to your application

Please email this form, when completed to:

### **Applicant's Declaration**

I certify that the information given on this form is correct to the best of my knowledge and that I have read and understand the privacy policy outlined on the final page of this application form.

Signature

Date

*If you are submitting this form electronically we will accept a typed-in name as your signature.*

# Privacy Notice: TEACHER SUBJECT SPECIALISM TRAINING (TSST)

The training you are applying for is funded by the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the evaluation of STEM and MFL teacher supply and recruitment programmes.

## How your data will be used

We will share with the DfE personal data, provided by you in your TSST application, in order for the DfE to:

- (a) know who is participating in the training;
- (b) confirm eligibility and funding for the training;
- (c) link the information you provide in your application form to other information about you that they already hold (for example, on the Database of Qualified Teachers and School Workforce Census), or to which it is lawfully permitted access. This is to identify (for example) how many participants go on to teach in the TSST subject they have undertaken;
- (d) contact you to take part in research related to your training. Please be aware that, if contacted, you are under no obligation to take part in research.

Your contact details are also shared with CFE Research (an organisation contracted by the DfE) who will use your data as a sampling frame to contact individuals to take part in interviews or surveys, to evaluate the training. CFE may also link the answers from these surveys/interviews to other information within the data, such as subject taught (where applicable). Please note that if contacted, you are under no obligation to take part and you can ask not to participate, or change your mind, at any time. Individuals will not be identified in any results of the evaluation.

## Lawful use of your personal data

In lawfully using your data, conditions in the data protection legislation must be met. The relevant condition for the purpose of TSST is '*Schedule 2 (5)(c) of the Data Protection Act: that the processing is necessary for the exercise of a function of the Secretary of State of the Department*'.

## Storing your personal data

All personal data shared with DfE (and its contracted organisations) will be handled securely and only accessed for the purposes of the evaluation of teacher training, recruitment and retention. Your data will only be stored for as long as required for the purpose(s) of this programme, and will then be securely destroyed. 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.

## Your data protection rights

You have the right to:

- ask for access to information about you that we hold;
- have your personal data rectified, if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Contact the DfE at [www.gov.uk/dfe](http://www.gov.uk/dfe) if you have concerns with this privacy notice.

Contact the Information Commissioner's website for more details about your data protection rights at [www.ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights](http://www.ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights).

## Withdrawal of consent and the right to lodge a complaint

By applying for TSST, you are giving consent for DfE and its contracted organisations to process your personal data for the purpose of TSST, as stated above. You have the right to withdraw that consent. If you change your mind, or you are unhappy with the use of your personal data, please contact [TSST.MAILBOX@education.gov.uk](mailto:TSST.MAILBOX@education.gov.uk). Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

## Last updated

Updates to this privacy notice may be required periodically. Last updated: July 2018.