



Department
for Education

Privacy Policy for the Open Innovation Team

1. Who we are

We are the HM Government Open Innovation Team, a unit within the Department for Education (DfE), who work with government officials and external experts to improve and facilitate the use of expert insight in policy-making. For the purpose of data protection legislation, the DfE is the data controller for any personal data processed as part of any contract, event, partnership, commissioned work or products delivered between the Open Innovation Team and any potential customer, event attendee or project partner.

2. Your data

2.1 Purpose

The purposes for which we are processing your personal data are to:

- track our relationships with and commitments to contacts and academics in universities
- manage PhD secondments
- track our relationships with contacts in government departments
- organise and deliver events, and
- provide post event information to attendees

2.2 The data

We will process the following personal data: names, email addresses, phone numbers, employer, and in the case of civil servants, job title and grade

There are a number of different ways we could receive your personal data which could include: video calls, chats, shared virtual workspaces, shared documents, event registrations and mailing lists.

We use your information in the course of our duties to enable and promote the use of expert insight within government policy-making.

Updated privacy information will be provided to colleagues/customers who take part in activities which may involve sharing of further personal data items beyond those covered in this notice

2.3 Legal basis of processing

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is: Article 6(1)(e) UK GDPR, to perform a public task as part of our function as a department.

3. Recipients

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation.

3.1 Retention

Your personal data will be retained by Department for Education for as long as you remain in your role.

3.2 Where personal data have not been obtained from you

Your personal data was obtained from your employer.

4. Your rights

- You have the right to request information about how your personal data is processed, and to request a copy of that personal data
- You have the right to request that any inaccuracies in your personal data are rectified without delay
- You have the right to request that any incomplete personal data is completed, including by means of a supplementary statement
- You have the right to request that your personal data is erased if there is no longer a justification for it to be processed
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted
- You have the right to object to the processing of your personal data where it is processed for direct marketing purposes
- You have the right to object to the processing of your personal data

5. International transfers

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

6. Contact details and further information

If you have any questions about how your personal information will be used, please contact us at <https://www.gov.uk/contact-dfe> and enter Open Innovation Team as a reference. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.

More information about how the DfE handles personal information is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

7. Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Email: casework@ico.org.uk.

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

8. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 05.08.2021.

