



# Student Privacy Notice

## PGCE (Wales)

### Scope

The PGCE (Wales) qualification is presented by a partnership comprising The Open University, the Regional Consortia, Lead Partner Schools, Employer Schools and Associate Schools in Wales, and the Welsh Government. To codify the relationship between these parties, a signed joint Memorandum of Understanding is in place.

Please read this PGCE Privacy Notice in conjunction with the [Student Privacy Notice](#) for information regarding the personal data we collect on all our students and what we do with it, including your rights as a data subject.

This document sets out the additional actions The Open University carries out with personal data specifically relating to the following qualification:

- Postgraduate Certificate in Education (PGCE) (Wales) (qualification code K36)

It relates to applicants and students.

The Open University is the data controller for the personal data that we collect.

These activities are part of our public task to deliver higher education qualifications.

### What additional personal data do we collect?

In addition to the personal information that the University collects and holds, as set out in the Student Privacy Notice, we will also collect data which will be stored separately to any other records the University holds about you.

We collect and process a broad range of personal data about you in order to deliver our services to you, provide support, to manage our operations effectively, and to meet our legal and contractual requirements in relation to the PGCE programme.

This information includes data on admissions and selection, engagement with the modules and progression within the programme, Fitness to Practise (FtP) casework, and qualification completion and professional recognition.

Throughout your application process to join, and throughout your studies on, the PGCE programme, your information may additionally be shared with our key partners, as necessary for the performance of your contract to study with us, as part of our public task, or as part of our legal and contractual requirement with our key stakeholders for the funding, delivery and monitoring of the PGCE.

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We will share this personal data as follows:

## Applicant Data

**Partner Schools:** for our legitimate interest of enabling registration

We collect application data as part of the recruitment, admissions, and registration processes in order to determine that an applicant meets the programme entry requirements and can be offered a place on the programme and to process their registration onto the programme and constituent modules.

The admissions and selection documentation submitted to The OU will be shared with the Schools participating in the interview selection process.

The PGCE Team in Cardiff will inform successful and unsuccessful applicants and will record the outcomes for monitoring purposes.

Applicant performance data will be shared at aggregate level.

## Student Data

**Partner Schools:** for monitoring of student attainment and progression, to ensure the provision of targeted additional support and intervention to aid students in meeting the Qualified Teacher Standard (QTS) descriptors, to support the development of Welsh language skills, and to meet our legal and contractual obligations.

We collect academic performance, progression, and engagement of students on the PGCE (Wales) qualification.

This data will be used for a range of purposes including the assessment of student progress and attainment in relation to both academic assignments and fulfilment of the Qualified Teacher Status (QTS) descriptors of the [Wales Professional Standards for Teaching and Leadership](#).

Information about your health and any declared disability may be shared with Schools in line with legal obligations to provide reasonable adjustments. Additionally, data may be shared so that neither you nor members of the public are put at risk while you carry out a placement.

Information and evidence relating to your conduct may be shared by any member of school or OU staff where it might affect your professional suitability, fitness to practise, continued employment, or your continued participation in any practice learning environment. Your Employer School, as your employer, has the right to deal with employment related matters under their own procedures, independently of The OU's [Fitness to Practise Procedure](#) – however, this may also be invoked in respect of those matters.

The Open University may also share information regarding an investigation into fitness to practise with an Employer School even where the matter under investigation is not considered to pose an immediate risk.

School Co-ordinators, Practice Tutors, and Mentors in Partner Schools will share information between themselves and with The OU via the established PGCE forms and reporting mechanisms.

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**The Welsh Government:** for funding purposes and to ensure that we meet our legal and contractual obligations.

Academic performance, progression, and engagement of students on the PGCE (Wales) qualification, at scheme and individual level.

**PGCE Partnership, including Regional Consortia:** to ensure that we meet our legal and contractual obligations.

Personal information about your study including name, address, qualifications, Disclosure and Barring Service (DBS) check, ethnicity and employment data and other relevant information will be shared among these institutions. Each institution will keep any information shared among them secure. They will process it only in accordance with GDPR, The Open University's [Student Privacy Notice](#) and the PGCE Supplementary Privacy Notice (or their local policy) and will not communicate such data to any third parties other than the Regulatory Authority if required.

Student performance data will be shared at aggregate level.

**Education Workforce Council (EWC)** (the professional regulatory body): for professional regulation and registration purposes.

On satisfactory completion of your PGCE (Wales) qualification, which provides "Qualified Teacher Status" (QTS), The OU will confirm to the [Education Workforce Council \(EWC\)](#) that you are entitled apply to them for registration. This may be transferred directly to a third-party supplier engaged by the EWC.

The OU will, where required, notify the Education Workforce Council of any matter relating to suitability or fitness to practise that is under investigation as well as the outcome of any investigation.

## How long do we keep your personal information for?

If we collect your personal information, the length of time we keep it for is determined by a number of factors including our purpose for using the information and our legal obligations.

We have a retention schedule for information and keep identifiable records only for as long as they have a legal or business purpose.

If you are unsuccessful in your application to the PGCE programme, we will retain associated personal data for three years after the application process has completed.

If you are successful in your application to the PGCE programme, we will add application information to your student record, as it is necessary for our contract with you. We will retain the various elements of your record as set out in our Data Retention Schedule.

Please see the [OU Student Privacy Notice](#) for further information regarding the retention of student personal data, for example your academic transcript details.

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