**Privacy notice**

**Who we are**

Department for Education something here

Mentions of “us” and “we” mean DfE and “you” means anyone using this service.

We’ve created a service that lets you check if you’re eligible to claim back your student loan payments you’ve paid whilst working at a school.

We need personal information from you to check if you’re eligible.

A data controller determines how and why personal data is processed. We’re the data controller for your personal information you give us when:

* you use our service to check you’re eligible
* you contact us

We’ll use your personal information in line with data protection laws and this privacy notice.

**What personal information we collect about you and why**

We only collect personal information from you to:

* Check you’re eligible
* Contact you to support you completing the service
* improve our service
* Take part in research for the service

**The legal basis for using your personal information**

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, your consent forms the basis of this as stated under GDPR Article 6 (1)(a).

**How long we hold onto your personal information**

DfE will not keep your personal data longer than we need it for the purpose(s) of research, security and/or delivery of the service, and in any case not longer than 7 years. Your data will be deleted when DfE no longer need it for these purposes, or when 7 years have passed, whichever comes first.

**Your rights**

**You have the right:**

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

If you need to contact us regarding any of the above, or have any other questions about how your personal information will be used, please email us at [financial.incentives@education.gov.uk](mailto:financial.incentives@education.gov.uk)

The Information Commissioner's Office makes further information about your data protection rights available in their [Guide to the General Data Protection Regulation (GDPR)](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/).

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

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by emailing financial.incentives@education.gov.uk

You also have the right to raise any concerns with the Information Commissioner’s Office (ICO).

**Cookies**

We put small files called cookies onto your device (for example your mobile phone).

We use:

* analytic cookies to collect information about how you use our service to help us make it better

**Cookies we need to set**

The cookies we need to put on your device for our platform to work include:

|  |  |  |
| --- | --- | --- |
| **Name** | **Purpose** | **Expires** |
| **\_ga**  **\_gid** | This is set to differentiate between you and someone else else accessing the service  This is set to differentiate between you and someone else else accessing the service | After 2 years  After 24 Hours |
| **\_gat** | |  | | --- | | Used to throttle request rate. | |  | | After 1 minute |