

## **Privacy Notice – School-Centred Initial Teacher Trainees**

Under data protection law (the General Data Protection Regulation), individuals have a right to be informed about how any personal data being held is used. We comply with this right via ‘privacy notices’ (sometimes called ‘fair processing notices’) which individuals are referred to, when we need to process their personal data. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work within our Teaching School Alliance.

We, the Red Rose Teaching School Alliance, who deliver the Bishop Rawstorne School Direct programme, are the ‘data controller’ for the purposes of data protection law. Our data protection officer is Lynn Hood – lhood@bishopr.co.uk.

We process data relating to those we employ, or otherwise engage, to work at our initial teaching training institutes. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of identification documents, such as driving licence, passport, or utility bill
- Photographs
- Data about your use of the alliance’s information and communications system

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Criminal data, provided as part of our recruitment process application
- Health, including any medical conditions, and sickness records

## **Why we use this data**

The purpose of processing this data is to help us run the School Direct programme including to:

- Facilitate safer recruitment, as part of our safeguarding obligations towards students
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Assess the quality of our services
- Track and monitor performance
- Our lawful basis for using this data:

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

## **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

We create and maintain an employment file for each trainee. The information contained in this file is kept secure and is only used for purposes directly relevant to your training. Three years from when your employment with us has ended, we will destroy this file and delete the information in it.

### **Data sharing**

We do not share information about students with any third party without consent unless the law and our policies or internal procedures allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with other providers or the Department for Education.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights**

Individuals have a right to make a **'subject access request'** to gain access to personal information that the alliance holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the data protection officer.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.