



ENDEAVOUR
LEARNING TRUST

PRIVACY NOTICE FOR
ENDEAVOUR LEARNING
SCITT

Endeavour Learning Trust

1. INTRODUCTION

This Privacy Notice applies to individuals who engage with the Endeavour Learning SCITT programme for the purposes of school-centred initial teacher training.

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

Endeavour Learning SCITT is the 'data controller' for the purposes of data protection law. We process data relating to those we employ, or otherwise engage, to work on our initial teaching training programme. 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 ELT's information and communications system
- Data for the administration of student finance
- Data for the administration of bursaries

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 and religious beliefs,
- Criminal data, provided as part of our recruitment process application
- Health, including any medical conditions, and sickness records

Where necessary, third parties may be responsible for processing personal information. Where this is required, ELT places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

2. WHY DO WE COLLECT AND USE YOUR INFORMATION?

We collect and use your information to help us run the ELT SCITT programme for the following reasons:

- Facilitate safer recruitment, as part of our safeguarding obligations towards students
- Inform our recruitment and retention policies
- Allow better financial modelling and planning

PRIVACY NOTICE FOR ENDEAVOUR LEARNING SCITT

- 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. We may use it to do the following:

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

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.

3. THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

The lawful basis on which we collect and use information is:

- In order to carry out our public interest duties from Article 6 from the GDPR – May 2018
- To carry out the obligations of and legitimate interests of the school under Article 9 from the GDPR – May 2018

4. COLLECTING YOUR INFORMATION

In order to comply with the General Data Protection Regulation, we must advise you that the majority of information you provide to us is mandatory, however, some of it is provided to us on a voluntary basis (such as completing course evaluation forms) and this is indicated at the time of collection and is used only for quality assurance purposes.

ELT may take photographs and video images of individuals on the SCITT whilst at school or away from the school site to celebrate school life. ELT may also employ a professional photography company to take images of individuals. To comply with the General Data Protection Regulation, the Staff Photographic & Video Consent Form is completed.

5. HOW DO WE STORE YOUR INFORMATION?

We create and maintain a 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.

6. WHO DO WE SHARE YOUR INFORMATION WITH AND WHY?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so. Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

Where it is legally required or necessary, we may share your information with the following:

- The Department for Education (DfE)
- Student Loans Company (SLC)

7. WHAT ARE YOUR RIGHTS?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information ELT holds about you.
- Restrict the school's processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing and processing for the purposes of research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact our Data Protection Officer via email enquiries@endeavourlearning.org

8. HOW TO WITHDRAW CONSENT AND LODGE COMPLAINTS

Where ELT processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with the DPO. If your concerns are not dealt with to your satisfaction you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

9. WHO TO CONTACT

If you would like to discuss anything in this Privacy Notice, please contact the DPO via email enquiries@endeavourlearning.org

10. PRIVACY NOTICE REVIEW

The Executive Headteacher and Chair of Trustees may need to review this Privacy Notice policy periodically so we recommend that you revisit this document from time to time.

PRIVACY NOTICE FOR ENDEAVOUR LEARNING SCITT

| | | | |
|----------------|-----------------------|------|---------------|
| Signed by: | | | |
| Mrs L Gwinnett | Executive Headteacher | Date | February 2021 |
| Mrs H Dicker | Chair of Trustees | | |