



Wessex Schools Training Partnership

## GDPR Privacy Notice (Trainees)

May 2018

### Introduction.

The General Data Protection Regulation (GDPR) is the development of the Data Protection Act (1998) and will come into effect on the 25th May 2018. It covers all the countries in the EU and will be adopted by the UK. Although based on the Data Protection Act 1998 it means schools will have to change their approach to Data Protection.

GDPR changes the importance of looking after the information we have about you and making sure we keep it safe so no-one can misuse it.

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

The Wessex Schools Training Partnership through its lead school Poole High School are classed as the data controllers. This means the Partnership and the School determines the purpose for which, and the manner in which, any personal data is to be processed. Any combination of data items that identifies an individual and provides specific information about them, their families or circumstances is considered to be personal data.

### The lawful basis on which we process this information

We use trainee data and school workforce data to:

- communicate with our partner schools for the purpose of Initial Teacher Training
- communicate with UCAS and the DfE for the purposes of Initial Teacher Training
- inform the development of recruitment policies
- enable individuals to be paid (for example bursaries)
- provide references for trainees when they apply for employment
- plan and deliver a training curriculum

Although the Partnership and School principally collects information relating to trainees for the purpose of training, the school also has a legal obligation to provide certain information to the Department for Education (DfE) and Local Authority. For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed.

### Why we collect and use this information

#### Contractual Interests

The Partnership and School relies on contractual interests for most of the ways in which it uses your information.

#### Legal obligation

Where the Partnership and School needs to use your information in order to comply with a legal obligation, for example to report a concern about a student to Children and Young

People's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

### Public interest

The Partnership and School and considers that it is acting in the public interest when providing education.

### Consent.

For a few specific areas we are relying on your consent e.g. in making a referral to the occupational health service or using photographs for marketing purposes.

### Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

### Storing this information

We hold school workforce data for 6 years in most cases. There are exceptions for certain types of data. Full details can be seen in appendix A of the Data Protection Policy.

### Who we share this information with

We routinely share this information with:

- our local authority
- the DfE
- UCAS

### Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

However, we are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. We also share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about trainees and school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

We also share data (for the purposes of providing learning and management systems or consultancy) with the following companies as data processors. In principle the purposes of these systems are to support the core principles of the school by providing accounts and tracking progress. These may be subject to change, and if so this document will be updated accordingly.

Data Processor	Reason	Information shared.
Dorset Payroll	To provide payroll services	Name, Bank details,
Capita SIMS	For troubleshooting and problem resolution	Personnel Record as held in sims
SBS	For HR and consultancy	Name, payscale, hours worked, employee number, start date, dates for maternity leave (if applicable), leaving date.
Occupational Health	Ad hoc – we will seek your consent before sharing	Name, reason for referral
Potential Future employers	References	Name, Current Position, attendance summary, performance summary, safeguarding information.
E-praise.co.uk	To provide login details Facilitate tracking and classroom management	Name, email, Class information
Realsmart – our VLE providers	To provide login details	Name, MIS id, Class information, Staff code
Capita SIMS – our Management Information System providers.	To provide login details For resolving issues.	Name, Email address are provided to create logins. Under normal circumstances they have no access to personal data, but may be allowed access in the event of a problem with the Management Information system. In this case, this is carried out over an

		encrypted link and data is retained only so long as it is needed to resolve the issue.
<b>Google – providers of email and online storage system</b>	To provide login details	Name, MIS id, Class information, Staff code.
<b>GCSEPod</b>	To provide login details	Name, Email Address, class information.
<b>Accelerated Reader</b>	To provide login details	Name, Email Address
<b>Kerboodle</b>	To provide login details	Name,email address.
<b>Wonde</b>	To transfer data to other processors. They are a conduit but do not actually do any processing of the data.	Name, payscale, hours worked, employee number, start date, dates for maternity leave (if applicable), leaving date. Name, email address, class information. timetable
<b>GroupCall</b>	To transfer data to other processors. They are a conduit but do not actually do any processing of the data.	Name, email address, Class information, timetable
<b>UCAS</b>	For personal information that you shared with us when you applied to train	Name, email address, address, education history, employment history, references.
<b>DfE</b>	To register you with the DfE, release your bursary, keep records of your training and obtain your TRN and QTS status	Name, email address, address, education history, training records, training outcome.
<b>Teacher Progress</b>	To provide login details and enable you to gain access to the electronic portal to upload your training evidence and observation records	Name, email address, address, education history, training records, training outcome.

## Requesting access to your personal data

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 email [WSTPI@poolehigh.poole.sch.uk](mailto:WSTPI@poolehigh.poole.sch.uk) and ask to make a subject access request and state what information you require.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>