



Prince Henry's and South Worcestershire SCITT

Privacy Notice for Trainees under GDPR Regulations 2018-19

Prince Henry's and South Worcestershire SCITT is a partnership of 7 High Schools, 3 Middle Schools and 5 Primary Schools, working together to provide Initial Teacher Training. Our accreditation is held by Prince Henry's High School.

Prince Henry's and South Worcestershire SCITT ("we/us") is committed to respecting your privacy rights and keeping your data secure. We pledge to handle your data securely, fairly and legally at all times. Prince Henry's and South Worcestershire SCITT is also dedicated to being transparent about the data that we collect about you and how we use it.

Our Data Protection Officer is Alex Hulse, who can be contacted at:

AHulse@princehenrys.worcs.sch.uk.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. We may amend this notice at any time.

Data protection principles

We will comply with Data Protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

What will we do with the information we hold?

All of the information we hold will only be used for the purpose that it was originally collected, that being to enable us to deliver the course or to fulfil legal or regulatory requirements as necessary. We will use your contact details to contact you for the purpose of your training.

We will not share any of the information we have received to any third parties for marketing purposes. The information we receive will be held securely by us and any of our data processors whether the information is in electronic or physical (paper) format.



What information do we use and why?

We do not hold more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The retention period for people that have commenced training is 7 years, this is set by the DfE, this is a legal obligation.

- Your basic information: name, address, date of birth, contact details
- UCAS ID
- Gender
- **Disability, special needs & medical conditions.**
- Country of birth
- **Nationality**
- Education history and qualifications
- Work history & referees
- Your personal statement
- Criminal declaration forms
- DBS check details, including number & issue date – this is to ensure safeguarding of the pupils within our partnership schools
- Medical declaration forms and sick forms issued by your GP – this is to establish your fitness to train to teach and to assure your well being
- Details of results of your Teaching Practice gradings
- Details of your assessment results from the university (PGCE trainees only)
- Email trails – these are deleted instantly, unless the content will form part of your overall file, for example in the event of a support plan or disciplinary issue
- Details of any support plans
- Details of any disciplinary action/issues
- Details of any payments made to you
- Details of any payments received from you
- Details of any invoices which we raise for you
- Details of any SLC payments received in respect of your fees
- Attendance data, including confirming your attendance on SLCPassport or driving licence (photo ID)
- Recent utility bill/bank statement/Council tax bill (proof of address)
- Proof of your qualifications
- A copy of your completed Working With The Under 8s form – this is to ensure safeguarding of the pupils within our partnership schools
- A copy of your completed Barriers to Learning form.
- Your emergency contact details – so we know who to contact in case of emergency
- Your bank details – this only applies if you are entitled to a bursary or any other payment that we may need to make
- For salaried trainees we will require a copy of your contract with your employing school

Items highlighted in bold are sensitive data and are subject to enhanced security procedures. We are required to process sensitive data for the purposes of public interest, this is set upon us by the DfE.

The information is used to deliver your teacher training.



How is your personal information collected?

We collect personal information about trainees through the application and recruitment process, either directly from candidates, UCAS applications (including references), background check providers (DBS and Fitness to Train). We will collect additional information in the course of training-related activities throughout the period of you training with us.

Sharing of your data:

At this point, your data will only be viewed by DfE, Ofsted, or one of our partner schools, or other government body in the event of an inspection, or to provide a reference for employment.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies
- Professional Mentors and Mentors at SCITT Placement Schools– to support the meeting of course requirements.
- DfE /DMS.
- University partner (if applicable)
- ESFA (Education and Skills Funding Agency)
- OIA (Office of the Independent Adjudicator) – in the event that you raise a complaint
- Partnership schools – limited to the schools in which you will be training.
- Student Finance (if applicable).
- Our lecture team
- Our Personal Tutor team
- Our auditors
- If any health issues are raised, we may need to make a referral to occupational health

Requesting access to your personal data and your rights as a data subject.

Under data protection legislation, you have the right to request access or make a **'subject access request'** to information about you that we hold. To make a request for your personal information, contact your school data protection lead, see 'contact us' below.

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

You also have the right to request that we:

- 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
- 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 data protection legislation

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

Former trainees and NQT's

What will we do with the information we hold?

No routine processing of your data is performed and is only held to fulfill our legal obligations, or to help with the fulfilment of a contract on your behalf, for example, when asked to provide a reference for employment.

We are required to keep information on our former trainees, whether the course was completed or not, this is a legal obligation. The DfE require that your file is kept for 7 years following commencement of the course. Your complete file is made up of a physical (paper) file and electronic records. Data is minimised to the least amount possible and will include:

- Name and address
- Academic achievements
- Copies of any reference written

Sharing of your data:

At this point, your data will only be viewed by DfE, Ofsted or other government body in the event of an inspection, or to provide a reference for employment.

All other information, including any information about health, race or disciplinary matters will be destroyed within 7 years of the course ending.

Please keep us informed if your personal information changes during your working relationship with us.

Complaints

We take any complaints about our collection and use of personal information very seriously.

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.



**PRINCE HENRY'S
AND SOUTH WORCESTERSHIRE**

SCITT

By signing this document, you acknowledge that you have read and understood the information provided above. By signing this document, you also consent for your data to be shared by Prince Henry's and South Worcestershire SCITT and its partner schools where necessary.

Signed:

Name:

Date: