



Privacy Notice – for GUTP Associated Staff

Privacy Notice:

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.

Why do we collect and use personal information?

We use the data:

- to support the learning of our Associate Teachers
- to provide appropriate pastoral care
- to assess the quality of our services
- to process financial payments
- to comply with the law regarding data sharing
- to quality assure the scheme with the Department for Education (NCTL)
- to quality assure the scheme's Masters' Level PGCE with the University of Leicester
- to provide appropriate pastoral care
- Safeguarding

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

- Personal information (such as name, email and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant career information
- Relevant medical information
- Special Needs information
- Information on performance

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

Collecting 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 and this is indicated at the time of collection but is used only for quality assurance purposes.

Storing data

We hold associated staff data for up to seven years after they finish working with The Grand Union Training Partnership.

Who do we share your information with?

We routinely share relevant information with:

- Subject Training Teams
- the Department for Education (DfE) - please see below
- University of Leicester in order to enter for Masters' Level
- Lloyds Bank – to operate financial services
- Governing Body
- Ofsted
- Education Personnel Management (Safeguarding)

Why we share information

We do not share information with anyone without consent unless the law and our policies allow us to do so. We share associated staff's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins ITT policy and attainment policy and monitoring.

We are required by law, to provide information about our Associate Teachers to the DfE as part of statutory census collections.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data

To be granted access to trainee information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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 DfE: <https://www.gov.uk/contact-dfe>

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, or be given access to your record, contact Mrs Ruth Scott in the first instance rscott@sponne.org.uk

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, you should raise your concern with us in the first instance or our Data protection Officer at Warwickshire County Council (details below) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Responsible at Sponne School: Jo Hockton Email: jhockton@sponne.org.uk

DPO at WCC: Mark Randall

Email: schooldpo@warwickshire.gov.uk

Please note you are not required to take any further action upon receiving this email but by continuing to work with us you are required to agree to the updated terms.