

# Privacy Notice for Teaching School Trainees

## How we use your information

2018/19

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### Who are we?

Community Academies Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Community Academies Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA073240**

You can contact the Academy Trust as the Data Controller in writing at:

Community Academies Trust, The Polesworth School, Dordon Road, Tamworth, B78 1QT or [datacontroller@communityacademiestrust.org](mailto:datacontroller@communityacademiestrust.org).

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about trainees using our services..

### What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### What personal information do we process about trainees?

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

- personal information such as name, email or teacher number
- qualifications and, where relevant, subjects taught
- employer information
- special categories of data including health information

### For what purposes do we use personal information?

We use trainee data to:

- enable individuals to be paid bursaries where applicable
- report to the DfE on various programmes we run
- record attendance at training events
- allocate trainees to schools within our Teaching Schools Alliances

## **Collecting trainee information**

The trainee information you provide to us is provided on a voluntary basis, to allow you to access the programmes.

### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

#### **1) With the consent of the individual to whom that information ‘belongs’**

We can only process your personal information when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 1.

### Special category personal information

In order to process ‘special category’ data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the table attached.

### **Who might we share your information with?**

We routinely share trainee information with:

- The Department for Education (DfE)
- Our bankers
- Other schools within our Teaching School Alliances
- University awarding qualifications

We do not share information about our trainees unless the law and our policies allow us to do so.

Please refer to the table for information about what personal information is shared with which specific third parties.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

### **How long do we keep your information for?**

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

### **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.

### **What are your rights with respect of your personal information?**

Under data protection law, trainees have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [dpo@communityacademiestrust.org](mailto:dpo@communityacademiestrust.org) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure that you specify you are requesting personal information that Community Academies Trust holds and that you are a trainee within our Teaching School Alliances.**

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 directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Review**

The content of this Privacy Notice will be reviewed in July 2019

**Table 1 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’**

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address details</li> <li>• Email address</li> <li>• QTS number and year</li> <li>• Academic and professional qualifications</li> <li>• Degree subject and university attended</li> <li>• Employer</li> <li>• NCTL returner number</li> <li>• Subjects taught</li> <li>• Telephone number</li> <li>• Teaching Line Reference Number</li> <li>• A level qualifications</li> <li>• Information on ITT provider and programme</li> <li>• Information on SKE subject and programme</li> </ul>		DfE	Consent
<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> </ul>		University awarding qualification	Consent
<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of birth</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Teaching Line Reference Number</li> <li>• Degree subject and university attended</li> <li>• A level qualifications</li> <li>• Job title/responsibility</li> <li>• Specialist subject</li> <li>• Curriculum expertise</li> </ul>		Other schools within the Teaching School Alliance	Consent
<ul style="list-style-type: none"> <li>• Bank details</li> <li>• Name</li> </ul>		Trust bankers	Consent
<ul style="list-style-type: none"> <li>• Name</li> </ul>		External training organisation	Consent
<ul style="list-style-type: none"> <li>• Health information to meet trainee’s accessibility needs</li> </ul>	Consent		