



Privacy Notice

Trainee Teachers

The West Country Teaching School Alliance needed to collect, store and process data on Trainee Teachers in order to be able to manage their training and to meet its obligations under the terms of their training contracts. Only essential data is held and there are clear processes in place that govern how we collect use, store and share the data. Information is shared with the University of Exeter, Department for Education and other placement schools.

Under data protection law, individuals have a right to be informed about how the WCTSA uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

Uffculme Academy Trust is the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr T. Aspden (see 'Contact us' below).

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. 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 and gender
- Next of kin and emergency contact numbers
- National Insurance number
- 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 driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system
- Biometric Data (from your thumbprint) where consent has been given

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):

- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Protect the welfare of our employees
- Inform our recruitment and retention policies
- Protect the assets of the Trust
- Enable ethnicity and disability monitoring
- Complete Teaching Schools data return for the DfE

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

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

Less commonly, 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)
- We have legitimate interests in processing the data – for example, where:
 - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as a publically funded education establishment.

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 WCTSA's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each trainee. The information contained in this file is kept securely and is only used for purposes directly relevant to your employment.

Once your training with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule/records management policy, which is based on the [Information and Records Management Society's toolkit for schools](#)

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

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

Who we share with	Why we share
University of Exeter	We are required to share information with the University of Exeter, who are the accredited provider for our School Direct (teacher training) programme. This will include sending them your progress reports and action plans (FRAPs).
The Department for Education	We share personal data with the Department for Education (DfE) regarding Teaching School activities, including details of individuals completing teacher training with us.
Other schools	We are required to share your data with other schools who provide placements for you during your teacher training. This will include confirmation of your DBS clearance.

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.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- 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

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

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Mr. T. Aspden

aspdent@uffculmeschool.net