



Elmridge Teaching School privacy policy

This policy aims to ensure that the processing of information relating to teacher trainees, CPD delegates, Senior Leaders of Education and partner schools, including the obtaining, holding, use or disclosure of such information is done in accordance with General Data Protection Regulation and Data Protection Act 2018

Initial Teacher Training

Data that is collected

The categories of information we collect, process, hold and share in order to carry out the programme include:

- personal information (such as name, DOB, address, or teacher reference number, DBS number)
- contract information (such as start dates, hours worked, post, and home school name and address)
- work absence information (such as number of absences and reasons)
- subjects taught
- date QTS achieved
- any access requirements
- dietary requirements
- name and email of induction tutor
- assessment records for award of NQT
- records of lesson observations during NQT induction year

How we use this information

We will use your data to help provide a better experience during the CPD programme.

- to ensure we report accurately to the DfE for NQT induction
- to monitor and report on the impact of NQT training
- to assess the quality of our services

Sharing with third parties

We will share personal information with the DfE via the secure access NQT Data Management System for the administration and monitoring of NQT induction. We share this on a statutory basis. This data sharing underpins NQT appropriate body monitoring, evaluation, and links the award of QTS.

- We may share your data with other NQT appropriate bodies if you change appropriate bodies during your induction period.
- On our servers and email accounts which are provided by third parties and are subject to contractual conditions to keep your data safe 3

We do not share information about our delegates with anyone without consent unless the law and our policies allow us to do so. In all of the above situations we will only share that information that is necessary to ensure the maximum impact of our training programmes and no other information.

The lawful basis on which we process this information

We process this information under Article 6 and Article 9 of the GDPR (May 2018):

- Processing is necessary for compliance with a legal obligation to which the Trust is subject.
- Processing is necessary for the performance of a task carried out in the public interest – which in this case is when we are providing support and monitoring for newly qualified teachers to complete their NQT induction period.
- Equal opportunities monitoring: we collect information concerning health and disabilities in order to ensure compliance with the Equalities Act (2010) to ensure we meet our duty to make reasonable adjustments for disabled people

Marketing data

We use your comments, opinions, feedback and photographic data to support the evaluation and marketing of our NQT programme. In addition, we retain your data to advertise courses that we feel are suitable for your future development.

We process this information

- when you have provided us with your consent. You can withdraw such consent at any time.

This means that we will ask you for your specific consent for each of the above uses of your data.

Storing this information

Once we have received NQT data we will ensure that it is treated with the utmost respect and in accordance with the data protection principles and any applicable regulations. Data will be stored on our secure, password protected server within the UK and in locked filing cabinets in a secure building that requires key card access. We follow strict security procedures in order that the data we collect is stored and disclosed appropriately and securely. We hold school workforce data for a minimum of 7 years following the NQT induction year irrespective of if you complete the full induction programme with us.

CPD delegates

Data that is collected The categories of information we collect, process, hold and share In order to carry out the programme include:

- Personal information Including data such as name, address, phone number, date of birth, personal email address, Teacher Reference Number, your current job title
- Attendance information such as sessions attended, number of absences and absence reasons
- Disability and access requirements
- Dietary requirements
- Attendance information such as your feedback on training sessions The purposes for which the data is collected We will use your data to help provide a better experience during the CPD programme.
- to support CPD development
- to monitor and report on the impact of CPD
- to assess the quality of our services
- to comply with the law regarding data sharing

- to report on our KPIs to Dfe
- to charge for any CPD and invoice schools/delegates

Sharing with third parties

We will share your data with the Department for Education (DfE) however, this is anonymised and is our participation rates and evaluation analysis

- We will share data with your school. As above, this is anonymised.
- We will share appropriate data with course providers to ensure they are able to meet the requirements of their CPD programme delivery.
- On our servers and e-mails accounts provided by third party suppliers that are under contractual conditions to safeguard your data.

We do not share information about our delegates with anyone without consent unless the law and our policies allow us to do so. 3 In all of the above situations we will only share that information that is necessary to ensure the maximum impact of our training programmes and no other information.

Marketing data

We use your comments, opinions, feedback and photographic data to support the evaluation and marketing of the SCITT. In addition, we retain your data to advertise courses that we feel are suitable for your future development, following completion of the CPD programme. We process this information

- when you have provided us with your consent. You can withdraw such consent at any time

This means that we will ask you for your specific consent for each of the above uses of your data

SLEs

Data that is collected The categories of information we collect, process, hold and share In order to carry out the programme include:

- Personal information (such as name, email, address, phone number)
- DBS number
- Teacher Reference Number
- Date of designation
- Pen portraits
- School and job title
- SLE designation areas/subjects
- Disability and access requirements.
- Deployment records (date, duration, location and SLE reports)

The purposes for which the data is collected We will use your data to help provide a better experience during the SLE programme.

- To designate you as a SLE with DfE through the Teaching School data hub
 - To promote you as a SLE on our website
 - To report back to the DfE through deployment records
 - To ensure schools get the best service from our school improvement team
- Sharing with third parties
- We will share SLE personal information with the DfE via the secure portal.
 - We will share SLE information with deployment schools to ensure the deployment can be carried out
 - Your name and SLE profile will be shared via the Elmridge Teaching School website to support the securing of deployments

- On our servers and email accounts which are provided by third parties and are subject to contractual conditions to keep your data safe

Why we share SLE information

We do not share information about our delegates with anyone without consent unless the law and our policies allow us to do so. 3 In all of the above situations we will only share that information that is necessary to ensure the maximum impact of our training programmes and no other information.

Marketing data

We use your comments, opinions, feedback and photographic data to support the evaluation and marketing of our SLEs. In addition, we retain your data on our mailing list to advertise courses that we feel are suitable for your future development. We process this information:

- when you have provided us with your consent.

You can withdraw such consent at any time. This means that we will ask you for your specific consent for each of the above uses of your data.

School-to-school support

Teaching schools collect data about schools in receipt of school-to-school support. This will include some data relating to the performance of staff and groups of pupils. The Data Protection Act therefore requires us to issue a privacy notice to the school to say why the data is collected, how it is used and with whom it is shared.

How we use information

Collecting specific information about the performance of leaders and staff in school and, in particular the impact of their work on pupil progress and attainment, helps us tailor a package of suitable support in order to improve the impact of leadership, teaching, learning and assessment on pupil outcomes. For example, if a member of staff has any special needs, we need to know what those needs are so that we can tailor specific support within the overall package to meet them.

The information and data that we collect informs evaluation of the impact of our support against national key performance indicators. As a result, accurate and measurable next steps can be identified, based on relevant quantifiable data (pupil outcomes) and monitoring of learning. This is all recorded on a deployment form, which is regularly updated and shared with senior leaders and the governing body. It is not shared with anyone other than the staff and governors identified at the outset of the school-to-school support project and referred to only by role. The impact is collated from this form for mandatory DfE reporting but the reporting of impact does not identify any member of staff in the client school nor does it identify any achievement data or judgements around the quality of leadership, teaching or learning.

We use the information about client schools for research and statistical purposes. It is also used to evaluate and develop strategic policy within the Teaching School Alliance. Statistics are reported in such a way that staff, governors, pupils or parents from client schools or MATs cannot be identified from them. We may also use it to support and monitor the effectiveness of our system leaders working in client schools, specifically regarding:

- Impact on the effectiveness of leadership, including governance
- Impact on the quality of teaching, learning and assessment
- Impact on behaviour, personal development and welfare of pupils
- Impact on pupil outcomes
- Retention of staff

- Reduction in teacher workload
- Impact on work/life balance of staff in schools

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

- School information (unique reference number, name, address, contact number and administration and invoicing email contact details)
- Trigger for and intended timescale for intervention (no details of staff, governors or pupils)
- Roles of key staff and governors, but not contact details, set out in the deployment plan but not shared outside the client school
- Pupil data related to the objectives set out in the deployment plan but not shared outside the client school
- Participants' appraisals of the quality of our support (including quantifiable measures and evaluations)
- Outcomes from the support in key broad categories that do not identify staff, pupils or pupil data

Why we collect this information

The information and evaluative documentation is used to:

- Match and provide appropriate school-to-school support to each client school
- Support the continuing learning and development of key staff and governors and therefore improve outcomes for pupils
- Evaluate the quality of our support and enable us to make further improvements
- Assess the impact of support in client schools on leadership, teaching, learning and pupil outcomes
- Ensure value for money for our client schools
- Enable us to demonstrate that we have met national (DfE) key performance indicators in providing at least 30 days of high quality school-to-school support
- Comply with the law regarding data sharing

Who we share your information with

The deployment form is shared only with those staff identified within it (by role only) as well as the head teacher and governing body. It is not shared with anyone outside the client school.

We share only two specific categories of information with the DfE:

- Triggers for intervention (support), timescale and intended outcomes on broad areas (including pupil outcomes but with no data)
- A summary of the outcomes (no staff, pupils or data identified) together with anonymised case studies (put together and submitted by school leaders)

The DfE will use this information to assess whether we have met the national key performance indicators and may use this information to support policy development and disseminate good practice. You can email the Department for Education if you want to know more about the information collected and how it is processed.

This privacy notice is available to all client schools and those considering taking up school-to-school support. It is clearly displayed on the Teaching School website and is sent to all client schools with the contract of support.

Collecting information

Whilst the majority of information provided 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 delegates whether it is a requirement to provide certain information to us or if there is a choice in this.

Storing information

We ensure that your data is treated with the utmost respect and in accordance with the data protection principles and any applicable regulations. Data will be stored on our secure, password protected server within the UK and in locked filing cabinets in a secure building that requires key card access. We follow strict security procedures in order that the data we collect is stored and disclosed appropriately and securely. We hold your data for the duration of your designation and will transfer this to another alliance should you move schools and wish to transfer your designation or until you no longer wish to be designated as a SLE.

The lawful basis on which we use this information

In order for processing to be lawful under article 6 of the GDPR, we have to be able to demonstrate our use falls into one of six conditions.

Where we process personal data (to perform our function as a provider of support) we do so on the basis this is necessary to fulfill our contractual obligations.

Some uses may be attributed to legitimate use. Whilst not essential to the contract, these are necessary to effectively and efficiently support the organisations with which we work.

Where we share data with relevant government organisations, we do so as part of our statutory requirements as a Teaching school, qualified under GDPR as a legal obligation.

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, contact mark.creighton@thedunhamtrust.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
- A right to seek redress, either through the ICO, or through the courts

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/>