DATA PROTECTION PRIVACY NOTICE

Please also see Southend High School for Girls Privacy Statement which is the Lead School for the SCITT

ABOUT THIS DOCUMENT

Southend SCITT is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all employees, workers and contractors, but does not form part of any contract of employment or other contract to provide services.

Southend SCITT is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

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.

Why we collect and use data?

We, Southend SCITT are a Data Controller and Processor for the purposes of the Data Protection Act 1998 (DPA). SHSG, the lead school in the SCITT, is registered with the Information Commissioners Office (ICO) under Registration No Z2544750. The General Data Protection Regulation (GDPR) is an EU law with many similarities to DPA and compliance with the GDPR becomes mandatory after 25th May, 2018.

We collect data about our students, their parents, trainee teachers, our staff, and various suppliers, (Data Owners) and hold it in electronic and/or paper format in secure locations. Information held may be obtained from our students, their parents (or carers), our staff, trainees and suppliers. We may also receive information about trainees from various sources including: - other schools and universities, UCAS. Nominated referees are asked to submit reference reports through UCAS about potential trainees.
We hold the data and use pupil, staff and supplier information for compliance with the legal obligations to which the SCITT (through SHSG) is subject and for the legitimate educational interests pursued by the SCITT. (EU GDPR Article 6:C and EU GDPR Article 9:f).

In registering a trainee at the SCITT explicit consent to the processing of data to support the training of the student is given by the subject. With effect from 25th May, 2018 data will also be processed in accordance with the special category applicable to education specified in the GDPR.

Processing is necessary to protect the interests of trainees and staff and is carried out in the course of legitimate educational activities with appropriate safeguards. (EU GDPR Article 9:C and EU GDPR Article 9:D).

**We use trainee teacher data:**

- To support trainee learning
- To safeguard and protect students and trainees
- To monitor and report on trainee progress, absence and illnesses.
- To provide appropriate pastoral care
- To assess and improve the quality of our service delivery and provision
- To comply with the law regarding data sharing
- To enable us to comply with health and safety legislation
- To enable us to operate an effective trainee support and to apply appropriate medical attention in an emergency
- To be able to account for staff/ trainees and to contact family members in the event of an emergency
- To enable us to formally assess trainees
- To enable us to report on matters of diversity, gender and religion
- To determine an individual’s suitability for training and employment as a teacher
- To facilitate payment of bursaries
- To enable us to comply with health and safety legislation
- To be able to complete DBS checks

**Information that the SCITT holds about trainee teachers includes:**

- Personal contact information, e.g. name, address, date of birth, previous qualifications, next of kin and emergency contact information
- Characteristics, e.g. ethnicity, language, nationality, country of birth, (FSM), gender, religion, disability, marital status & dependants
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Attendance record information is held by each partner school, e.g. sessions attended, absences, reasons for absence
- Start date and end date
- Location of employment or workplace.
- Assessment information for both QTS and PGCE
- Relevant medical information such as allergies and ailments
- Information about students’ Special Educational Needs, Disabilities (SEND), and English as an Additional Language provision, (EAL)
• 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).
• Employment records (including job titles, work history, working hours, training records and professional memberships).
• Disciplinary and grievance information.
• Copies of written and electronic communication
• Notes from meetings
• CCTV images other information obtained through electronic means such as swipecard records.
• Photographs
• Passport and driving licence, copies of identity papers held temporarily and used for CRB clearance

In all cases Confidential Data stored by the SCITT about an individual is obtained freely, specifically needed, informed and unambiguous.

The SCITT will inform trainees whether data is a mandatory requirement or if there is a choice whether to supply it.

If you fail to provide personal information
If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you, training you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose
We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Consent
We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.
With whom do we share information and why?

Southend SCITT (SHSG) will not provide information about any individual to anyone outside the SCITT without consent unless the law and our rules permit us to do so.

We may have to share your data with third parties, including third-party service providers, where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. We require third parties to respect the security of your data and to treat it in accordance with the law.

Southend SCITT shares student data with the National College for Teaching and Learning (NCTL) on a statutory basis. This data sharing underpins The SCITT’s funding, educational assessment and attainment, and safeguarding.

The SCITT also shares information on trainee teachers and staff as appropriate with the following:

- The Department for Education, (DfE) e.g. School Census
- Examination Boards (Examination candidates must be advised and aware that relevant personal data will be transferred to the awarding body for the purpose of examining and awarding qualifications.)
- NCTL, UCAS
- Potential Employers
- In references
- The Police
- The NHS
- Embassies of countries for foreign travel
- 11+ marking/in-house applications
- Provider’s of software such as: - Parent Pay, Capita SIMS, Softlink for the library, Nationwide Services Ltd for Cashless catering, ECC for payroll / HMRC / NI / Teachers Pensions Service / the Local Government Pension Service / Alfie and Fronter.
- Our Auditors
- Partner Schools where trainees are based for placement A or B placement
- The Local Authority of the school
- NHS/School Nurse/Counsellor as appropriate
- Press releases with permission

General information about suppliers will be released to other schools interested in purchasing goods and services in response to reference requests and in order to prevent fraudulent transactions.

NCTL / DfE and Partnership schools

The Schools in the Partnership are required by law to provide information to the DfE as part of statutory data collections such as the school census. Likewise the NCTL requires data to be sent to them for analysis.

The DfE and NCTL may share information about our trainees with third parties who promote the education and well-being of children in England by:
• Conducting research and analysis
• Producing statistics
• Providing information, advice and guidance

Both the DfE and NCTL have robust processes in place to ensure that the confidentiality of the data is maintained and that there are stringent controls in place regarding access and use of data. Decisions relating to the release of data to a third party are subject to strict approval on a detailed assessment of:

• Who is requesting the data
• The purpose for which the data is required
• The level and sensitivity of the data requested; and
• 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 confidentiality and handling of data, security arrangements and retention and use of data.

For more information visit:

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

**Where is our data stored? And how is it deleted?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Paper information is kept in offices or locked in files. Paper files on trainees are shredded seven years after a trainee has left the scheme. Only material relating to safeguarding incidents is kept in paper format beyond this time as required by various authorities.

All electronic data is held securely and shared only for the legal purposes of the SCITT and/or for statutory purposes. All student and staff files are password protected and are also guarded by the schools anti-virus software. The school has Gateway servers and a Firewall on our internet connection.

Data will be kept for 7 years after leaving. After this time all data except for the trainee name, DOB and results will be deleted in line with the data protection law/school policy. The information retained will only be used by the SCITT to respond to requests from ex-trainees and their potential employers for confirmation of attendance and results.
All data is backed-up in a secure Cloud site. Financial data is securely stored on Capita Financial Management Software. This is also backed-up to the cloud and to our secure archive. Communication is stored on email, Edmodo and Fronter.

Some partner schools have a thumb and finger print records of trainees used for meal identification purposes. These are deleted once the individual has been marked as “left” on the school’s SIMS database and kitchen staff have run a “rebuild biometric controller” operation which is performed daily during term time. The complete meal record of an individual is deleted by the school requesting that our software provider archives obsolete records.

Supplier records are maintained: - in order to be able to place orders for goods and services, to contact suppliers about their products and services, to facilitate benchmarking of products and prices, to facilitate payments for goods supplied, to maintain records of goods purchased and under warranty.

Supplier data is reviewed annually and records are deleted if it is unlikely that they will be re-engaged.

CCTV images from internal and external cameras are recorded around the clock at SHSG and other partner schools. The records are overwritten automatically when the data discs are full, (usually monthly).

Trainees have remote access to SIMS data through SIMS Learning Gateway and their work files stored in Office 365. A limited number of staff have access to files through their telephones and laptops via SIMS Teacher App. All school laptops taken offsite are secured with a high level of encryption.

**Rights of access, correction, erasure, and restriction**

Individuals and Companies may request access to data held about them by submitting a Subject Access Request

Under data protection legislation, trainees have the right to request access to the information we hold about them. To make a **Subject Access Request** (SAR) please contact Mrs Clarke, SHSG’s Data Protection Officer aclarke@shsg.org

Individuals also have the right to:

- Object to processing personal data that is likely to cause, or is causing damage or distress
- Request correction of the personal information that we hold about the trainee.
- 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
- Claim compensation for damages caused by a breach of the data protection regulations.

If you have any concerns about the way we are collecting or using information please contact SHSG’s Data Protection Officer aclarke@shsg.org (Mrs A Clarke) in the first instance, or the Headteacher, or contact directly the Information Commissioner’s Office at [https://www.ico.org.uk/concerns](https://www.ico.org.uk/concerns)
I, ___________________________ (employee/worker/contractor/trainee/mentor/partnership school), acknowledge that on _________________________ (date), I received a copy of the Southend SCITT’s Privacy Notice for employees, workers, contractors, trainees, mentors, partnership schools and that I have read and understood it.

Signature

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Name

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