

Privacy Notice (Associate Teacher)

How we Use Information



Oxfordshire Teacher Training ('The SCITT') is committed to keeping your information secure and managing it in accordance with our legal responsibilities under data protection law. Under data protection law, individuals have a right to be informed about how organisations use any personal data that they hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice is for those who train with us: prospective, current and former individuals. We call our trainees 'Associate Teachers'.

Categories of information that we may collect, hold and share include:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references, degree certificates, UCAS application, skills test confirmation of successful outcome
- Performance information
- Employment records, including work history for first five years
- Absence data
- Copy of driving licence or passport
- Photographs
- Data about your use of the Google Drive

We may also collect, store and use information about you that falls into 'special categories' or more sensitive personal data. This includes:

- Race, ethnicity, national identity, residential categories
- Disability, special educational needs
- Health, including any medical conditions, and any sickness records

Why we collect and use this information:

We use the data to help us run the SCITT effectively, including to:

- Facilitate safe recruitment as part of our safeguarding obligations
- Support effective training
- Enable monitoring of progress
- Inform our recruitment and selection policies
- Support the wellbeing and resilience of individuals
- Enable payment of salaries, bursaries and student loans as appropriate

The lawful basis on which we use this information:

We collect and use this information under Article 6 of the General Data Protection Regulation (GDPR). Our usual basis for doing so is that collecting and using such data is to fulfil a contract we have entered into with you, or as a 'public task', i.e. part of our official function as an Initial Teacher Training provider. The Education Act 2011 is founded on the principals and proposals in the DfE November 2010 White Paper, *The Importance of Teaching*, in which the government stated its intention to develop a national network of Teaching Schools to lead on Initial Teacher Training, Continuing Professional Development and School to School Support.

Some kinds of data need to be collected because it is our 'legal obligation' to do so, for example, for safeguarding reasons.

For situations where the data is not part of our official function, we will ask for your consent before we collect the data. For particularly sensitive data ('special category data') such as information on ethnic origin or health, we will ensure that our collection or use of the data satisfies Article 9 of the GDPR, which lists additional conditions which must be in place.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

Personal data is stored in line with our *Data Protection and Handling Policy* and *Data Handling Procedures*.

Description	Retention Period
Associate Teacher file - UCAS Application - Examination and Degree certificate copies - Initial Processing Form - Interview Evaluation Forms - Document Checking Form - Reference Requests - Enrolment and consent Forms - Photo ID - National Insurance - Bank Details Form - HMRC Form - Tuition Fee Form and Bursary confirmation if applicable - Medical Fitness to Teach document - Safeguarding certificates	Until completion of programme + 5 years
Google Drive account	Until completion of programme + 2 years
Evaluation feedback	Until completion of programme + 5 years
Safeguarding information (held in separate file)	Until completion of programme + 50 years

Who we may share information with

We routinely share relevant information in support of initial teacher training with:

- The SCITT Central Team
- River Learning Trust
- Placement School Senior Links and Mentors
- Visiting Tutors
- Subject Specialists
- The SCITT Assessment and Moderation Board
- The SCITT External Moderator
- NQT Employing Schools
- Department for Education
- Ofsted
- Oxfordshire Teaching Schools Alliance
- Financial organisations
- Marketing providers

Why we share information

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

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 Mr Matthew Coatsworth (mcoatsworth@cherwell.oxon.sch.uk). A sample Accessing Personal Data form is available at <https://oxfordshireteachertraining.co.uk>.