



Shepway Teaching Schools Alliance

Privacy notice for users of Shepway Teaching School Alliance Services

Under data protection law, individuals have a right to be informed about how the Shepway Teaching Schools Alliance 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 users of the Shepway Teaching Schools Alliance services including:

- Trainee teachers on School Direct, PGCE and other programmes
- Participants of training, CPD programmes and professional learning events
- Participants in events jointly organised with the Kent & Medway Teaching Schools Network
- Participants in National Professional Qualifications (NPQs) delivered in conjunction with Leadership Learning South-East
- Our work with System Leaders, including NLEs, LLEs, KLEs, NLGs and SLEs

We, Shepway Teaching Schools Ltd, 49 Cherry Garden Lane, Folkestone, Kent CT19 4AS are the "data controller" for the purposes of data protection law. Our Data Protection Officer is Matthew Green (see "Contact us" below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details
- Characteristics information such as date of birth, ethnicity and gender
- Next of kin and emergency contact numbers
- Contract information (such as start date, hours worked, post, roles, salary, annual leave, pension and benefits information)
- Results of internal and external assessments
- Trainee and curricular records including progress information
- Personal information including name, bank account details, employee or teacher number, payroll records, National Insurance number, tax status information and usernames
- Recruitment information, including right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications (and, where relevant, subject taught) 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 such as number of absences and reasons
- Copy of driving license
- Photographs
- CCTV footage
- Data about your use of our information and communications system

We may also hold data about you that we have received from other organisations, including other schools in the Teaching Alliance, Canterbury Christ Church University and the Department for Education

How we use this data

We use this data to:

- Support trainee learning
- Monitor and report on trainee progress
- Provide appropriate pastoral care and trainee support
- Assess the quality of our services
- Administer admissions
- Carry out research
- monitor and evaluate and report on our work
- Organise teaching, examinations and the award of qualifications (both at Shepway TSA and with any partner institution involved in delivery of our programmes)
- Collect tuition or other fees
- Assess fitness to teach
- Undertake routine administrative functions such as access to buildings and library borrowing
- Provide careers and other support services
- Track trainee destinations
- Help the Shepway Teaching Schools Alliance understand and improve its educational processes, courses, training programmes and to provide better support to trainees/service users
- Monitor equal opportunities and protected characteristics
- Produce returns required by government agencies including the National College, the Department for Education and the Higher Education Funding Council for England and partners including Canterbury Christ Church University
- Enable quality assurance processes
- Invite participation in alumni activities and events and of programmes
- Undertake marketing and recruitment activities including the promotion of other services, events and opportunities that may be of interest to existing trainees and service users
- Provide you with any services you have requested and the promotion of benefits and services
- Ensure we only communicate with you about events, opportunities, services of interest to you
- Process information about you to administer your course/training/conference attendance

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest
- we have obtained consent to use it in a certain way

- we need to protect the individual's vital interests (or someone else's interests), for example, if we need to provide emergency medical care

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting personal data overlap and there may be several grounds which justify our use of this data.

Collecting this information

Data is essential for the Shepway Teaching Schools Alliance's operational use. While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

Our Data Protection Policy sets out how long we keep information about you. You may obtain a copy of this policy from our website.

Data sharing

We do not share information with any third party without 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 with:

- Other schools who are part of the Shepway Teaching Schools Alliance
- The Department for Education
- Examining and awarding bodies to enable entry to examinations and to produce degree certificates or certification for other programmes
- Suppliers and service providers – to enable them to provide the service we have contracted them, for example, the supplier of management information systems
- Survey and research organisations so that they may seek independently your views
- Health authorities to fulfil our reporting duties including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Police and Security organisations for the detection and prevention of crime and terrorism
- Our regulator – Ofsted to enable the inspection of our services
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors - so that they may check our records
- Survey and research organisations so that they may seek independently your views
- Police forces, courts, tribunals – for the detection and prevention of crime and the assessment or collection of tax or duty
- Local Authorities, including Kent County Council

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 regarding personal data

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information contact the **Data Protection Officer**.

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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 Matthew Green
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