

Our Vision is to produce outstanding teachers who will ensure their students, whatever their starting point, thrive in all aspects of education. Our trainee teachers will value developing the whole person equally to the achievement of academic success.

Policies and Procedures

Data Protection and Privacy Notice

Adopted: November 2019

Review Date: November 2021

Reviewers: RDv/SPd

ABOUT THIS DOCUMENT

North Wiltshire SCITT is committed to protecting the privacy and security of your personal information. This Policy and 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:

- Trainees enrolled on our PGCE training programme
- Applicants to our PGCE training programme
- Individuals expressing an interest in teacher training through recruitment events
- Individuals expressing an interest in teacher training through email or telephone enquiry
- Individuals expressing an interest in teacher training through school experience
- Any schools in our partnership
- Any partnership school staff working for NW SCITT

But does not form part of any contract of employment or other contract to provide services.

North Wiltshire 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 document.

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 personal information we hold about you must be:

1. Use 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
6. Kept securely

The type of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the information has been removed (anonymous data.)

There are “special categories” of more sensitive personal data which require a higher level of protection. These are data about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, genetic or biometric data.

We will collect, store and use the following categories of information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Date of birth
- Gender
- National Insurance number
- Bank account details
- Start date
- Location of placement
- Copy of driving licence / passport/identity documents
- Qualifications
- Absence
- Employment records (including job titles, work history, working hours)
- Progress and assessment information
- Disciplinary and grievance information
- Photographs

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your ethnicity
- Information about your health, including any medical condition, health and sickness records
- Information about criminal convictions and offences

How is your personal information collected?

We collect personal information through the application, recruitment and selection process, either directly from individuals or through the UCAS application process. We may sometimes collect additional information from third parties, including the Student Finance England.

We will collect additional personal information in the course of training-related activities throughout the period of you training with us.

How we will use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you
2. Where we need to comply with a legal obligation
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests)
2. Where it is need in the public interest or for official purposes

If you fail to provide personal information

If you fail to provide personal 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.

Change of purpose

We will only use your personal information for the purposes 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 is it 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.

Data Sharing

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. This includes:

- The Department for Education
- Ofsted
- Teaching and Regulation Agency
- Student Finance England – Tuition fee, maintenance loans and bursary
- Royal Wootton Bassett Academy Trust Finance department
- Royal Wootton Bassett Academy Trust Auditors
- Partnership schools of NW SCITT

All of our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Security

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those third-parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. There are procedures to deal with any suspected data security breach and we will notify you and any applicable regulator or any suspected breach where we are legally required to do so

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including 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.

Rights of access, correction, erasure and restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”).
- Request correction of the personal information that we hold about you
- Request erasure of your personal information
- Object to the processing of your personal information
- Request the restriction of processing of your personal information
- Request the transfer of your personal information to another party

Contact

For further information about your rights, or if you have any questions about this privacy notice or how we handle your personal information, please contact NW SCITT Administrator: admin@nwscitt.org.uk

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.