

Coastal Teaching Partnership South

Privacy Notice (How we use personal information)

The Coastal Teaching Partnership South treats very seriously both the personal data and the sensitive personal data it processes on behalf of primarily its trainee teachers, SCITT partnership members and staff members, and also a wide range of other people who it works with and has contact with. These include for example potential trainee teachers, visitors, members of the public, and people it works with as a SCITT.

Why do we collect and use personal information?

We collect and use personal information:

- ☑ To support trainee teacher learning
- ☑ To monitor and report on trainee teacher progress
- ☑ To provide appropriate pastoral care
- ☑ To assess the quality of our services and how well our SCITT is doing
- ☑ Statistical forecasting and planning
- ☑ To comply with the law regarding data sharing
- ☑ To comply with NCTL and DfE census and returns
- ☑ To communicate with the University of Winchester, UCAS, Student Finance, NCTL, DBS barring service, SCITT Partnership schools, NQT Schools, DfE, Ofsted, external moderators/examiners and local authority occupational health (if applicable)

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

- ☑ Personal information (such as name, address, contact number & email address)
- ☑ Characteristics (such as ethnicity, language, nationality, country of birth)
- ☑ Attendance information (such as training attended, number of absences and absence reasons)
- ☑ Assessment information
- ☑ Relevant medical & special educational needs

The General Data Protection Regulation allows us to collect and use personal information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We collect Personal Data on the following legal basis:

Compliance with a legal obligation
Protection of vital interests
Public Task

We collect Special Category Data on the following legal basis:

To protect vital interests of the data subject and if consent is not feasible

Collecting personal information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold data for / in accordance with our retention schedule (information on our Data Mapping Form – held in School Office). All data is kept either electronically or paper copies. All electronic data is kept on databases that are password protected. All paper records are kept in locked cupboards with access for SCITT staff only.

Who do we share SCITT information with?

We routinely share personal information with:

- ☐ Partner Schools & NQT schools
- ☐ Our Local Authority and other Local Authorities
- ☐ The Department for Education (DfE) & NCTL
- ☐ UCAS
- ☐ University of Winchester
- ☐ Ofsted & external moderators/examiners
- ☐ Other agencies such as Student Loans

Why we share personal information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. This data sharing underpins SCITT funding, policy and monitoring.

Data collection requirements:

To find out for about the data collection requirements on us by the Department of Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Jonathan Hickey – jhickey@croftonschool.co.uk – 01329 666828

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in Crofton School.