

Privacy Notice (How we use Initial Teacher Training information)

Stour Vale Academy Trust ('the Trust'), comprising the member schools and the central team, collects and processes personal data relating to individuals enrolled on its Initial Teacher Training (ITT) programme.

Information that we hold in relation to individuals is known as their 'personal data'. We will process your personal data during the application process and training year for the purpose of complying with legal obligations and carrying out tasks which are in the public interest.

This will include data that we obtain from individuals directly and data about individuals obtained from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the end of their training.

We are committed to being transparent about how we collect and use the data and to meeting our data protection obligations. This privacy notice will inform you about why we collect and process a range of information about you as part of delivering our ITT programme.

The categories of Initial Teacher Training information that we collect, process and share include:

- personal information (such as name, address and contact details, date of birth and nationality);
- special categories of data including characteristics information (such as gender, age and ethnic group);
- qualifications (such as skills, experience and employment history);
- references;
- medical/health information;
- preferred teaching subjects;
- preferred main placement school;
- intended training commencement year;
- school experience you may have undertaken prior to your application;
- information about medical or health conditions (such as whether or not you have a disability for which we need to make reasonable adjustments);
- details of any support or assistance you may need to assist you at the interview because of a disability;
- information about your criminal record;
- information about your attendance during the training year (number of absences);

- documents and resources (such as observation forms) relating to your progress during the training year;
- records of any discussions or correspondence relating to your progress during the training year;
- formal assessments (such as reports) of your progress during the training year to support the award of Qualified Teacher Status.

Why we collect and use Initial Teacher Training information

We collect and process personal data relating to prospective and current trainee teachers enrolled on our Initial Teacher Training programme to:

- assess your suitability for a place on our ITT programme;
- take steps to enter into a contract with you as a candidate on our ITT programme;
- check that you are eligible to study in the United Kingdom;
- check that you are not prohibited from working with children; and
- assess your progress during the training year to enable the award of Qualified Teacher Status.

We process personal data to meet the requirements set out in UK childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2018
- Keeping Children Safe in Education 2023
- Working Together to Safeguard Children 2023

The lawful basis on which we process this information

We process this information under the following UK General Data Protection Articles:

6.1 (a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes, in their role within the ITT programme.

6.1 (c) For the purpose named above in accordance with the legal basis of Legal Obligation.

6.1 (e) 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.

9.2 (c) Processing is necessary to protect the vital interests of the data subject.

9.2 (g) Processing is necessary for reasons of substantial public interest and is authorised by domestic law.

Collecting Initial Teacher Training information

We collect personal information in a variety of ways. For example, data might be collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of the training year; from correspondence with you; or through interviews, meetings or other assessment. These collection methods include paper forms and applications via the 'Find postgraduate teacher training' service.

In some cases, we may collect personal data about you from third parties, such as references supplied by former employers or professional contacts as part of your application through the 'Find postgraduate teacher training' service. Information from criminal records checks permitted by law (such as Disclosure and Barring Service (DBS)) may be shared with us by the accredited provider (university or SCITT), who are responsible for carrying out such checks.

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Will your personal data be sought from third parties?

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to prospective trainee teachers without the data subject's consent.

The accredited provider (university or SCITT) may obtain and share with us prospective/current trainee teachers' personal data from third parties where permitted by law. The categories of data obtained and processed from third parties include:

- DBS – Criminal Records
- References

Where data is obtained from third parties, the personal data originates from the following sources:

- Disclosure and Barring Service – regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity
- Previous Employers – including details of any concerns about you working with children, from references obtained about you from previous employers, professional contacts and/or education settings (university)
- Home Office – immigration status and information from related documents, such as your passport or other identification and immigration information

Storing this information

We hold data securely for the set amount of time shown in our data retention schedule.

For more information on our data retention schedule and how we keep your data safe, please refer to our data retention policy.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)
- relevant staff within Stour Vale Academy Trust
- relevant staff within partner (placement) schools outside Stour Vale Academy Trust
- University of Worcester
- Newman University
- Haybridge Alliance SCITT
- AvePoint
- Civica Education Operations (Parago)
- Schools to which you apply for a job at the end of the ITT programme

Why we share Initial Teacher Training information

We do not share information about prospective or current trainee teachers with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

We are required to record whether candidates have been offered a place on our ITT programme through the 'Find postgraduate teacher training service'.

Stour Vale Academy Trust

We are required to share information about prospective or current trainee teachers with relevant staff within Stour Vale Academy Trust who are responsible for administering and delivering the ITT programme.

Partner schools

We are required to share information about prospective or current trainee teachers with relevant staff within partner (placement) schools outside Stour Vale Academy Trust who are responsible for administering and delivering the ITT programme.

University of Worcester

We are required to share information about current trainee teachers enrolled on our ITT programme through the University of Worcester for assessment purposes.

Newman University

We are required to share information about current trainee teachers enrolled on our ITT programme through Newman University for assessment purposes.

Haybridge Alliance SCITT

We are required to share information about current trainee teachers enrolled on our ITT programme through Haybridge Alliance SCITT for assessment purposes.

AvePoint

We use AvePoint for secure cloud-to-cloud backup of online information and records held in Office 365, including that relating to employees.

Civica Education Operations (Parago)

We use the Parago system for health and safety monitoring, including accident and incident reporting.

Schools to which you apply for a job at the end of the ITT programme

We will provide information about your training year to prospective employers where you have named us as a referee on your application.

CCTV

This section of the privacy notice relates to our CCTV System, including, but not limited to, where it has been installed on the outside of some of our buildings.

What personal information does this service use?

The CCTV system captures images of people and vehicles in and around where a camera is located. Where fixed CCTV cameras are operating, there will be signs clearly displayed. Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

What is this personal information used for?

We use this personal data for the following reasons:

- a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime.
- b) To protect the school buildings and their assets.
- c) To support the Police in a bid to deter and detect crime.
- d) To assist in identifying, apprehending and potentially prosecuting offenders.
- e) To protect members of the public and private property.
- f) To assist in managing the school.

What is the lawful basis we are relying on?

We collect and use this information to ensure the school can undertake its remit to educate children ensuring personal safety of pupils, staff and visitors, protecting school buildings and its assets and to assist in managing the school

(Article 6(1)(e) of the UK General Data Protection Regulation). The school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner, to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

Where has your personal information come from?

The images are captured because you are present in the area which is covered by the CCTV system.

Who will we share this personal information with?

Your personal data is shared securely with the following, where it is both necessary and appropriate to do so:

- Relevant staff within the school
- Our local authority
- The Police

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Lead for Teacher Training.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2024.

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:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

In line with statutory guidance, we will respond to Subject Access Requests within one calendar month. However, if the request is received during the school holiday, please be advised that we will treat this as receipt of the request on the first day back at school and will respond within one calendar month.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

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