



# **GDPR Privacy (Fair Processing) Notice**

## **for Vantage North Humber Teacher Training Trainees**

At Vantage North Humber Teacher Training we are committed to protecting and respecting your privacy. This notice is to help you to understand how and why we and our Partnership Schools collect personal information about you, and what we do with that information. It also explains the decisions you can make about your own information.

### **1. What is personal information and why do we collect it?**

Personal information is any information that relates to you and identifies you as an individual. It includes your contact details but also includes, but is not limited to, all the following information:

- Personal information (such as name, date of birth, email address and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences, and absence reasons)
- Assessment information
- Placement, Mentor, Professional Tutor
- Relevant medical information
- Qualifications held
- DBS number and date issued
- References
- Safeguarding Certificates
- Individual Support Plan Information
- Copies of your identification documentation in relevant combinations in order to meet DBS criteria – these could include but are not limited to a driving license, passport, birth certificate, bank statements, utility bills, council tax statements;

### **2. Why do we collect and use your personal information?**

VNHTT has the legal right to collect and use personal information relating to Trainees. We use that information to meet our legal obligations, and the legitimate interests set out in the GDPR (General Data Protection Regulations) and UK law, in particular the following:

Article 6a – Consent to processing data for one or more specific purposes

Article 6c Compliance with legal obligations, which the controller is subject to

Examples of these include obligations placed on the ITT provider by Headteachers, Mentors, professional tutors, DfE, Ofsted

- Attendance
- Placements
- Progress and Attainment
- Compliance

Article 6d – in order to protect the vital interests of the data subject or of a natural living person

We also collect and process data under Article 9 – Processing of special categories of personal data

- Where we have explicit consent
- To protect the vital interests of the data subject

We use the Trainee data:

- to support Trainee learning
- to monitor and report on Trainees' progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- To safeguard pupils
- Research
- Pay bursaries
- To register you as a teacher on the national database

Whilst the majority of information you provide to us is mandatory and can be obtained by your initial DfE application, 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.

### **3. Will we share your information with anyone else?**

We do not share information about our Trainees with anyone without consent unless the law and our policies allow us to do so. It is essential for trainees' progression to share information with Mentors, Professional Tutors, Subject Leads & Headteachers to ensure that accurate assessment and personalised plans can be established and maintained.

We routinely share trainee information with:

- Headteachers, Mentors, Professional Tutors
- The Department for Education (DfE)
- Ofsted
- University of Hull (PGCE)
- Financial institutions for payment of bursaries
- CareCheck (DBS processing)

### **4. Where and for how long is your data stored?**

We hold Trainee data for 3 years.

Data is held in a personnel file and also an electronic file on a cloud-based system.

Trainee data is also collated onto a placement database and a VNHTT Single Central Record.

Assessment data for all Trainees is kept on a database by the Head of VNHTT. Trainees also have a virtual learning platforms on Mosaic and Steplab which the Trainee, Mentor, Professional Tutor & Head of VNHTT have access to.

**Please be aware that your Mosaic and Steplab accounts and your VNHTT email address will expire at the end of the programme. Therefore, any work you have uploaded to these platforms which you wish to keep must be downloaded before your programme concludes.**

We also hold data collated to process DBS Checks in a paper-based file and stored on Trainees' electronic files.

## **5. What are your rights?**

From 25<sup>th</sup> May 2018, the GDPR gives you some new rights in addition to the current existing rights that you have. You will have the right to:

- Make a Subject Access Request to gain access to personal information that VNHTT holds about you.
- Be informed about how VNHTT will use your personal data
- Request access to the personal data that we hold and ask for a copy
- Ask us to explain who the information has, or might be shared with
- Request your data is amended if it is inaccurate or incomplete
- Ask that your data be erased where there is no compelling reason for it to still be held
- Ask us to send you or another organisation certain information about you
- object to the 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

If you would like to make a request or exercise any of these rights, please contact our Data Protection Officer **Sophie Teasdale** via email **DPO@smchull.org**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern **with us in the first instance** or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**GDPR Declaration**

Please sign the following declaration to show that you have understood the contents of this notice. If you need any further help, or if you have any questions relating to this document please direct them to Sophie Teasdale who is the Data Protection Officer, with regards to data protection responsibilities. Sophie can be contacted via email at [DPO@smchull.org](mailto:DPO@smchull.org)

I..... (Trainee) declare that I understand:

- VNHTT has a legitimate and legal interest in collecting and processing school personal data in order to meet statutory requirements
- How the data is used
- VNHTT may share data with Department for Education (DfE), Ofsted, CareCheck, Headteachers, Trainees, Mentors and Professional Tutors
- VNHTT will not share data with third parties without our consent unless the law requires VNHTT to do so
- VNHTT will always ask for explicit consent where this is required, and we must provide this consent if we agree to the data being processed
- Trainee data is retained in line with VNHTT GDPR Data Protection Policy
- Our rights in relation to the processing of my personal data
- Where I can find out more about the processing of Partnership School Data

Signed .....