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# PRIVACY NOTICE FOR ITT TRAINEES

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Notice approved by the Chair of the Board May 2018  
and will be ratified by the Board at the Trust meeting  
on 19 July 2018

Signed

A handwritten signature in black ink that reads "Janet E. Gregory". The signature is written in a cursive style with a large initial 'J'.

Janet Gregory  
Chair of Trust Board

NEXT REVIEW – AUTUMN 2021

CRANMER EDUCATION TRUST

THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM. OL1 3SQ  
THE BLUE COAT SCHOOL

## **Introduction**

Under data protection law, you have a legal right to be informed about how we, your ITT (teacher training) provider, use any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Cranmer Education Trust, are the 'data controller' for the purposes of data protection law. In respect of certain personal data processed in connection with Grant Funding (Bursary) we are 'joint controllers' with the Department for Education. The contact details of the Department Data Protection Officer are: [Emma.WHARRAM@education.gov.uk](mailto:Emma.WHARRAM@education.gov.uk) The Department for Education, Rivergate, Bristol, BS1 6ED

## **The personal data we hold**

We hold personal information about you to meet the requirements for delivering the ITT course.

This information includes:

- Your personal identifiers and contacts (including name, contact details, date of birth and address/e-mail)
- UCAS application information
- Your identification e.g. driving licence or passport
- Right to Work in the UK data
- Fitness to teach and safeguarding checks
- Your degree certificate and other qualifications
- Your attendance records, dates relating to training and assessment
- Training, progress and performance information
- Your characteristics, like your gender, ethnic background or any special educational needs
- Any medical conditions you have
- Details of any conduct, grievance or disciplinary issues including notices to improve
- Photographs
- CCTV images when using Cranmer Trust venues
- Information about your use of our online portal, Paragon
- Your payment information (including bank account details)
- Relevant information for assessing your eligibility against the criteria for Bursary funding as determined in the relevant funding manuals

## **Why we use this data**

We use this data to:

- Get in touch with you and when we need to
- To perform the public duty of providing your ITT training
- Track how well you are performing and progressing
- Get assurance that you have administered all ITT training Bursary funding in accordance with your grant funding agreement, and relevant funding manuals
- Look after your wellbeing

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (to provide you with ITT training, also where applicable for the purposes of monitoring and assurance of ITT Training Bursary)

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

In most cases you must provide the personal information we need to collect, (e.g. through the application and recruitment process). We also collect your data from UCAS applications and background check providers (e.g. DBS and Fitness to Teach).

There are some occasions when you can choose if you want to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How we store this data**

We will keep personal information about you while you are undertaking the ITT course and may be kept by us for six years and by DfE for seven years as retention and progression are of prime interest to DfE. We or DfE may need to keep your personal information for a longer period if there is sufficient cause e.g. where we are required to by law.

We have a record retention schedule which sets out how long we keep information. If you want a copy of it, please contact [training@manchesternexus.com](mailto:training@manchesternexus.com)

### **Data sharing**

We do not share personal information about you with anyone outside the Trust and DfE without permission from you, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (DfE)
- Educators and examining bodies and other delivery partners (e.g. Liverpool John Moores University or providers of online learning resources, TES Institute)
- Our regulator (Ofsted)
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations including Student loans Company
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### **Your rights**

#### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', if we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents/guardians
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our data protection officer.

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact [training@manchesternexus.com](mailto:training@manchesternexus.com)

### **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 DPO Service at Oldham Council:

Barbara Mulvihill  
Data Protection Officer  
Oldham Council  
Civic centre  
West Street  
Oldham  
OL1 1UG

**Email:** [DPO@oldham.gov.uk](mailto:DPO@oldham.gov.uk)

**Tel:** 0161 770 1311

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