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# TEACHING SCHOOL HUB PRIVACY NOTICE

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Notice approved at the Trust Board meeting on  
9<sup>th</sup> December 2021

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 2024  
CRANMER EDUCATION TRUST

C/O THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM, OL1 3SQ

## Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how East Manchester Teaching School Hub collects, stores and uses personal data for the work it carries out with schools, school trusts, colleges and local authorities across the region to invest in the recruitment, development, and retention of teachers and leaders at all stages of their career.

We, Cranmer Education Trust, are the 'data controller' for the purposes of data protection law.

### The personal data we hold

We process data relating to those we engage with as Early Career Teachers (ECTs), as ECT mentors, as individuals who register their school in relation to our role as the Appropriate Body (AB) and those who we liaise with in relation to continuing professional development (CPD) or delegates of National Professional Qualifications (NPQs), or otherwise engage as described above, to take part in teaching school hub activities. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact registration details including name address email telephone number
- Personal demographics including date of birth and gender
- Qualifications and employment records
- Performance information
- DBS Status
- Workplace and role

We process data with people we engage as course deliverers. Where payments are made to individuals and not directly via employers, we may also process recruitment information which is covered under the separate privacy notice for employment.

### Why we use this data

The purpose of processing this data is to carry out the hub's role as part of the national implementation of the recruitment and retention strategy to raise teacher quality and effectiveness. including to:

- Undertake our role as an AB and carry out relevant verification checks during the process
- Enable delivery of the ECF framework
- Enable deliver of CPD
- Enable delivery of NPQs

- To inform the national initiative about evidence-based approaches to teacher training, including mentoring and early career support, alongside leadership courses and continued professional development.
- Support the work of the Teacher Reference Agency. We provide them with teacher reference numbers, date of births, name and the recommendation for pass/fail of induction.
- Where enquirers opt in, we use the data to e-mail marketing information about the work of the hub and professional development opportunities.

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

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- To fulfill our role as a National Teaching School Hub.
- Fulfil a contract we have entered into with you or your school/trust
- Comply with a legal obligation
- Your consent (in situations where you have a genuine choice and control over whether your information is processed, including the right to withdraw your consent at any time without detriment)
- Carry out a task in the public interest
- Our legitimate interests (or those of a third party) provided your interests and fundamental rights do not override those interests.

Less commonly, we may also use personal information about you where:

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

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the hub's use of your data.

### **Collecting this information**

While most of information we collect from you is mandatory, there is some information that you can choose whether to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

We store data collected within secure spreadsheets and databases (e.g. NQT Manager, CRM software).

We keep personal information in relation to hub activity for no longer than is necessary. Personal information is retained whilst the hub fulfills its relevant task/s. We may also keep information beyond the duration of the (for example) ECT period, duration of qualification if this is necessary to comply with our legal obligations. Our record retention schedule sets out how long we keep information about applicants.

You can request details of the record retention schedule from the Trust Director of Operations.

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Lead Providers
- The relevant local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Teacher Registration Agency (TRA)
- The Department for Education
- [Partner](#) Educators
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations
- Security organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

As well as information directly collected from ECTs, AB registrations and from those registering with the NPQs or other CPD, we also collect or receive information from:

- Other public sources, if relevant to job or course role

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

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

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact [info@eastmanchesterteachinghub.com](mailto:info@eastmanchesterteachinghub.com)

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us - East Manchester Teaching School Hub

### **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 data protection officer. The DPO contact is 'Veritau Schools DPO Service' who fulfil the statutory role of the DPO. They are the key liaison point for the Information Commissioner's Office. They advise the Trust on compliance with data protection legislation, individual rights, data security and breach handling policies.

Veritau's help desk operates from 9:00 – 17:00 on Monday to Thursday and 9:00 – 16:30 on Fridays

E-mail: [schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)

Tel: 01904 554 025.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Contact form : <https://ico.org.uk/global/contact-us/>
- Website: <https://ico.org.uk/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF