

Pathfinder Teaching School Hub Privacy Notice

General Data Protection Regulation (GDPR)



This privacy notice has been written to inform trainees, teachers and school support staff receiving training and development through Pathfinder Teaching School Hub and its delivery partners, about how and why we process their personal data.

Who are we?

Pathfinder Teaching School Hub is part of Pathfinder Multi Academy Trust. The Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



What information do we collect and why do we need it?

The personal data we may collect about you includes:

- Personal identifiers (your name, address, date of birth etc)
- Information about your ethnicity (for the purposes of equality monitoring)
- Previous job experience and qualifications (for ITT trainees and national course programmes)
- Your work email address
- Your Teacher Reference Number (TRN)
- Attendance Information
- Assessment Information
- Safeguarding Information (including your DBS)
- Your school name and URN number

We process your information for the reasons outlined below:

- Statutory reporting to the DfE and local authorities
- To facilitate participation in training events and/or programmes
- To facilitate Initial Teacher Training
- To monitor and report on the impact of training and development
- To provide appropriate pastoral care
- To quality assure our services
- To make appropriate judgements regarding school placements and support

For the purposes of Initial Teacher Training, we process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your teacher training in line with Article 6 (1)(a) and Article 9 (2)(b) of GDPR:

- Relevant medical information - please note that where the trainees has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with partnership schools where trainees are placed. We may do this in the form of photo identification in the main school office to ensure that all staff are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion
- Biometric data e.g. thumbprints

Photographs

Pathfinder Teaching School Hub and its delivery partners may use photographs of trainees and teachers on websites, social media and promotional materials. Pathfinder Teaching School Hub will seek consent to use any photographs. Please note that you can withdraw this consent at any time.

Who has access to your personal data?

Your information will only be made available to those who need it to do their job in relation to your participation in Initial Teacher Training, continuing professional development and training courses and events. This includes Teaching School Hub administrative staff, administrative staff working for our Hub partners, ITT mentors and individuals delivering training courses and events.

Who do we share your personal data with?

We share your information with the following organisations:

- Department for Education
- Teaching School Hub partners:
 - Ebor Academy Trust
 - Hope Learning Trust
 - St Margaret Clitherow Catholic Academy Trust
 - All Saints Computing Hub
 - Yorkshire Endeavour Academy Trust
 - Scarborough Teaching Alliance
- Curriculum Hubs
- Research Schools
- Ambition Institute
- Church of England
- City of York Council
- North Yorkshire County Council
- Vital IT Services
- Examination Awarding Bodies
- ITT Placement Schools

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it.

How long do we keep your personal data for?

Pathfinder Teaching school Hub will keep your data in line with the Trust's Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally the information that the Trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area we will ensure it has extra protection from loss or unauthorised access.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk
03031 231113