

BURY
Teaching Schools Alliance 
PRIVACY NOTICE 2020-2021

for

Bury Teaching Schools Alliance

Privacy Notice – General Data Protection Regulation

Bury Teaching Schools Alliance aims to ensure that all personal data collected about trainees is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

This Privacy Notice applies to all personal data, regardless of whether it is in paper or electronic format.

This privacy notice explains how we collect, store and use personal data about individuals we recruit in order to complete their qualifications through our provision.

We, Bury Teaching Schools Alliance are a data controller for the purposes of Data Protection Law. **Our Data Protection Officer is Schools Advisory Service (Please see below for contact details)**

Categories of data: Personal data and special categories of personal data

Personal data- The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example:

- biographical information such as your name, title, date of birth, age and gender;
- your contact details including address, email address and phone number.

Special categories personal data – The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing – means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party – means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

Why we use this data

The purpose of processing this data is to help us run our Programmes, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring

- Fulfill our statutory obligations as a public service provider
- Enable support for successful completion of the course

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:

- Fulfill a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

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)
- We have legitimate interests in processing the data – for example, where:
 - Fraud or financial crime is suspected
 - Identity checks are deemed potentially fraudulent

The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

Personal data: contact details, qualifications, employment history, ethnicity, disability details, identification, DBS check. We have obtained your personal data from you directly.

Our lawful basis for processing your general personal data:

- Contract with the data subject; processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing necessary for compliance with a legal obligation

More information on lawful processing can be found on the [ICO website](#).

How we store this data

We create and maintain a file for each trainee. The information contained in this file is kept secure and is only used for purposes directly relevant to your course.

Once your training with us has ended, we will retain this file and delete the information in it in accordance with our Information Asset Register – Employee Data (Contact DPO or Data Controller for further information).

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary which meet our legal requirements. Examples include: in case of any legal claims/complaints; for safeguarding purposes etc.

Providing us with your personal data

We require your personal data as it is a requirement necessary to enter into a contract. If you fail to adhere the consequences will be failure to enter into a contract.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

Transfer of Data Abroad

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.

Automated Decision Making

We do not use any form of automated decision making in our business.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this data privacy notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on the trust's website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not 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.

Data Access

You have rights available when it comes to accessing the Data we hold about you. You have a right to:

- Be kept informed about the data we hold.
- Access the data we hold on you.
- Rectify data we hold you believe to be incorrect.
- Move data to another organisation when necessary.

Please contact the DPO for further detail about making a 'Subject Access Request' or exercising the above rights.

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:

- Individually allocated mentors at partner schools in order to share trainee progress to support the trainee
- Prospective employees, using your School Direct reviews to assist in reference writing
- Employment schools to ensure a smooth transition from trainee to NQT
- MMU, who are our partner university and who accredit your PGCE with QTS.

If you require further information about these services, please contact the DPO.

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 the DPO. Contact details below.

If you remain unsatisfied, 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

Contact Us

Data Protection Officer (DPO): Schools Advisory Service. Email: dpo@uk-sas.co.uk