



Privacy Notice: Ripley ITT (Mentors)

Ripley ITT services are governed by The Bay Learning Trust, a Multi-Academy Trust operating Academies. It is an exempt charity whose Principal Regulator is the Department for Education. We are a Data Controller for the purposes of Data Protection legislation and registered with the Information Commissioner's Office for this purpose under registration number ZA474474

Why do we collect and use personal information?

We collect and use personal information for analysis and continuing improvement of school practice and may also receive information about mentors from schools.

We may collect and share information with OFSTED for regulatory ITE inspections or external moderators.

We use the personal data:

- to support professional learning and training
- to improve communications across the SCITT partnership
- to monitor and report on trainee outcomes relating to schools
- to assess the quality of our provision

We process such information to comply with the ITT Criteria. For example, we provide information about mentors across the partnership to OFSTED when required to do so. We also use personal data for our own self-evaluation and improvement planning and to ensure that we are providing high quality and targeted mentor training, as well as excellent placement opportunities for trainee teachers.



The categories of information that we collect, hold and share include:

- Personal information (such as name, school address and other contact details)
- Attendance information (such as training sessions attended)
- Assessment information (progress of trainee, completion of Key Assessment Points)
- Teaching and mentoring experience
- Email addresses

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, 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 personal information to us or if you have a choice in this at the time that we obtain this information from you. Where you have a choice, we will only process this information if you consent to us doing so. You have the right to withdraw your consent to us processing such information at any time. If you wish to withdraw consent, please contact the Trust's Data Protection Officer (contact details are below).

Storing personal data

We hold personal data for no longer than is necessary and in line with the retention section of our Records Retention Policy, which can be found in the policies section of the Trust website: Details of the security measures in place to protect personal data are set out in this policy.

Who do we share personal information with?

We share personal information with:

- trainees
- OFSTED
- ESFA
- Organisations which provide Cloud storage, such as Google Drive, Microsoft 365, MS Teams
- Online library services
- Mosaic online system
- VEO
- OneFile

Why we share personal information

We do not share information about our clients with anyone without consent unless the law and our policies allow us to do so.

We share personal data with organisations on a statutory basis.



Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Trust's Data Protection Officer who will be able to process your request.

You also have the right to:

- object to 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer
The Bay Learning Trust
The Lodge
Ripley St Thomas CE Academy
Ashton Road
Lancaster LA1 4RR