



## **Privacy Notice: Ripley ITT**

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?**

#### **Please note that the term 'trainee' includes 'teacher apprentice' and 'assessment only candidates'**

We collect and use personal information and may also receive information about trainees, from DfE Apply, Student Loans England, the HEI PGCE partner, their school, local authority, ESFA, Ofsted and the Department for Education (DfE).

For example, we may collect and share information with the Department for Education (DfE) as part of our census returns.

We use the personal data:

- to support professional learning
- to monitor and report on outcomes, including recruitment, employment and completion
- to provide the correct level of bursary funding where relevant
- to assess the quality of our provision

We process such information to comply with the ITT Criteria, and relevant DfE grant funding terms and conditions. For example, we provide information on performance to Ofsted and/or DfE when required to do so by law. We also use personal data for our own self-evaluation and improvement planning and to ensure that we are providing high quality training.

We also use personal data:

- to support the wellbeing of our clients
- to comply with the law regarding data sharing

This may include data about medical conditions, physical and mental health. We process this data to ensure adequate support is in place to meet the needs of trainees and interns and in following our intercalation policy. We will sometimes need to share this data when liaising with professional third parties, such as occupational health services.

Where the information we are processing in this way falls into a special category of personal data (currently known as sensitive personal data), we will process this information with your explicit consent, or where the law places a legal obligation upon us and we can lawfully do so without obtaining prior explicit consent.



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

- Personal information (such as name, TRN, address, National Insurance number and other contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (progress, employment and completion data)
- Medical information (confirming your fitness to practice)
- Special educational needs information
- Educational History (including all qualifications which relate to entry and eligibility requirements)
- Bank account details for bursary payments
- Details of employing schools and jobs
- 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 routinely share personal information with:

- placement schools
- the Department for Education (DfE)
- Student Finance England
- Occupational Health Services
- HEI PGCE provider
- Other CPD providers, such as NASBTT, SKE and subject training organisations
- ESFA
- Organisations which provide Cloud storage, such as Google Drive, Microsoft 365
- Mosaic online system
- VEO
- OneFile

For SCITT trainees on placement their schools might also provide personal data to enable trainees to access the following:

- Organisations which provide educational software (such as Edmodo, Kerboodle, Doodle, Kahoot, MyMaths, NinjaMaths, IXL, Accelerated Reader)
- Organisations which provide registration tools (such as Capita SIMS or VeriCool)
- Organisations which provide Library Registration tools (such as Oliver)
- Organisations which provide Information Management Services (such as Captia SIMS)
- Organisations which provide data collection, monitoring and reporting services (such as SISRA, MyALPS)
- Organisations which provide cloud storage solutions (such as DropBox, Microsoft, Google)
- Organisations which provide ICT support services (such as Sophos)
- Organisations which support Pastoral Care systems (such as Medical Tracker)
- Organisations which provide Virtual Learning Environments (such as Firefly)
- Organisations which provide financial services (such as ParentPay and Schools Cash Office)
- Organisations which provide communication services (such as Microsoft, Teacher2Parents, Google)
- Learner Record Service

### **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 the Department for Education (DfE) on a statutory basis. This data sharing underpins the monitoring of appropriate use of grant funding.

The department may share information with:

- third parties who conduct research and analysis into teacher recruitment and retention
- Ofsted

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data

To be granted access to personal information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>



### **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