



# **Pathfinder**

**Teaching School Alliance**

## **Privacy Notice for Trainee Teachers**

*This Privacy Notice has been written to inform trainee teachers of the Pathfinder Teaching School Alliance about what we do with your personal information.*

Approval Date: April 2018

Next Review Date: April 2019

Member of staff responsible: Cp – Head of Teaching School

Governance: Teaching School Strategic Board

The Pathfinder Teaching School Alliance School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission and its strategic aims, as teaching schools alliance

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## Mission Statement of Pathfinder Teaching School Alliance

The Pathfinder Teaching School Alliance aims to provide the very best education for pupils in our schools. To maximise achievement through collaborative partnerships, a shared vision and by caring for children as individuals.

Aims will be achieved by working within all key areas of “the big three” framework set out in the DfE guidance for teaching schools.

- **Initial Teacher Training** – Lead role in recruiting and training teachers of the future
- **Continuous Professional Development** – Peer to peer professional and leadership development
- **School to School Support** – Providing and coordinating support for other schools

### ***Mission Statement***

- To work collaboratively in partnership, as a community of schools, to ensure all children are known and cared for as individuals
- To demonstrate a commitment to every child, to provide the very best education and to maximise achievement
- To share best practice and to provide an environment in which educational theory and practice can be observed, studied and practised
- To recruit and inspire a new generation of colleagues and existing teachers by establishing the very best professional development to support fellow professionals in raising standards and aspirations
- To work collaboratively with other schools, the Church of England and educational institutions to establish an educational dialogue, to identify and implement change to continually improve practice in all schools
- To develop through partnership and shared values a vision for education

***“Values, Care and Achievement lived into being to establish educational excellence through collaborative partnerships”***

Our core focus will initially be centred on Initial Teacher Training and Continuous Professional Development. Whilst we will work within the framework of all elements of the “big three” our main priority will be these two components. As capacity and turnover increases we will gradually expand to develop other areas in more significant detail.

## **Who are we?**

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

Information Governance  
Veritau Ltd.  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

## **What information do we collect?**

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

- Personal information of trainee teachers e.g. name, DOB and address
- Educational attainment
- Attendance information
- Assessment information
- Safeguarding information including DBS

We will also process certain 'special category' data about our trainee teachers including:

- 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

## **Why do we collect your personal data?**

We use the information we collect:

- to support trainee learning and progress
- to monitor and report on trainee progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to make appropriate judgements regarding school placements and support

Any personal data that we process about you is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

### **Who do we obtain your information from?**

Much of the information we process will be obtained directly from UCAS, University and yourself (trainee teachers). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority (CYC)
- Previous schools/universities attended
- Health and Safeguarding professionals

### **Who do we share your personal data with?**

We routinely share trainee information with:

- Partnership schools
- Local Education Authority (CYC)
- Department for Education (DfE)
- National Health Service bodies
- Examination Awarding Bodies
- Police, Social Services
- Pathfinder Multi Academy Trust
- Capita – school database.

We will not share any information about you outside the school placement/university partnership without your consent unless we have a lawful basis for doing so.

## **How long do we keep your personal data for?**

The Pathfinder Teaching School Alliance will keep your data in line with our Records Management Policy. Most of the information we process about you will be retained as 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.

## **What rights do you have over your data?**

Under GDPR trainees 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