

Yorkshire Wolds Teacher Training

Privacy Notice for Trainees



Name of data controller: The Education Alliance

Name of the Trust data protection officer: Alex Dick

Name of Yorkshire Wolds Teacher Training data protection lead: YWTT Administrator

Yorkshire Wolds Teacher Training (YWTT) is committed to keeping your information secure and managing it in accordance with our legal responsibilities under data protection law. Under data protection law, individuals have a right to be informed about how organisations use any personal data that they hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice is for those who train with us: prospective, current and former trainees.

Data protection principles

We will comply with data protection law. This states that the personal information we hold must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly stated and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have stated and limited only to those purposes
- Kept only as long as necessary for the purpose we have stated
- Kept securely

Categories of information

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data) Categories of information we may collect, store and use include:

- Contact details, name, title, addresses, telephone numbers & personal e-mail addresses
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Bank account details, payroll records, National Insurance number
- Recruitment information, including copies of right to work documentation, references, degree and examination certification, UCAS application, skills test confirmation of successful outcome and progress reports
- Performance information
- Disciplinary, grievance and cause for concern information
- Employment records as recorded on the UCAS application, including job titles, work history training records and professional memberships
- Absence data and course dates
- Copy of driving licence, passport or other identity documents
- Photographs
- Data about your use of the YWTT portal and other ICT systems
- DBS clearance

We may also collect, store and use information about you that falls into 'special categories' or more sensitive personal data. This includes:

- Race, ethnicity, national identity, residential categories
- Disability, special educational needs
- Health, including any medical conditions and any sickness records

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Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

We collect personal information about trainees through the application and recruitment process, either directly from candidates, UCAS applications (including references), background check providers (DBS and Fitness to train)

Why we collect and use this information:

We use the data to help us run YWTT effectively, including to:

- Facilitate safer recruitment as part of our safeguarding obligations
- Manage recruitment processes and respond to reference requests
- Inform recruitment and placement into a school
- Registration (DfE and PGCE) and recommendation for QTS (DfE)
- Keep records of trainee performance and work/placement history to ensure acceptable standards of conduct are maintained and to support effective training and progression
- Monitor protected characteristics in order to promote equality at work
- Enable monitoring of progress
- Support the wellbeing and resilience of individuals
- Manage absence effectively, including obtaining advice from occupational health providers about health conditions to ensure compliance with employment and health and safety law.
- Enable the payment of bursaries as appropriate

The lawful basis on which we use this information:

We collect and use this information under Article 6 of the General Data Protection Regulation (GDPR). Our usual basis for doing so is that collecting and using such data is to fulfil a contract we have entered into with you, or as a 'public task' i.e. part of our official function as an Initial Teacher Training provider. The Education Act 2011 is founded on the principles and proposals in the DfE November 2010 White paper, The Importance of Teaching, in which the government stated its intention to develop a national network of Teaching Schools to lead on Initial Teacher Training, Continuing Professional Development and School to School Support.

Some kinds of data need to be collected because it is our 'legal obligation' to do so, for example for safeguarding reasons. For situations where the data is not part of our official function, we will ask for your consent before we collect the data. For particularly sensitive data ('special category data') such as information on ethnic origin or health, we will ensure that our collection or use of the data satisfies Article 9 of the GDPR, which lists additional conditions which must be in place.

We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations (such as the requirement to make reasonable adjustments for employees with a disability) This information is collected with the express consent of trainees. Consent may be withdrawn by a trainee at any time. If we wish to process your personal data for a new purpose we will inform you of any additional processing.

Storing data

We hold trainee data securely in your trainee file, in electronic records within our secure IT system, including e-mail.

Personal data is stored in line with our Data Protection Policy

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Description	Retention Period
YWTT Trainee Teacher File <ul style="list-style-type: none"> • UCAS application • Examination & Degree certificate copies • Initial processing form • Interview evaluation forms • Reference requests • Document checking form • Photo ID • YWTT registration form which includes bank & National Insurance details • Medical fitness to teach document • Placement preference & pen portrait • Safeguarding certificates 	Until completion of programme + 7 years
YWTT portal account	Until completion of programme + 2 years
Evaluation feedback	Until completion of programme + 7 years
Safeguarding information	Until completion of programme + 50 years

Who we may share information with:

We routinely share relevant information in support of initial teacher training with:

- YWTT Tutors and Subject Leads
- Professional and Subject mentors in placement schools
- YWTT Assessment and moderation board
- YWTT External Moderator
- NQT employing schools
- Department for Education
- Ofsted
- Wolds Teaching School Alliance
- The Education Alliance
- Financial organisations

Why we share information

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

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 YWTT Administrator

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; and
- 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, we ask that you raise your concern with the YWTT data protection officer in the first instance.