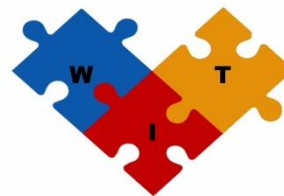


Privacy Notice – West Ipswich Teaching School

May 2018

**WEST IPSWICH
TEACHING SCHOOL**



WIDER ALLIANCES . NARROWER GAPS

On the 25th May the General Data Protection Regulation, known as GDPR, comes into effect. GDPR imposes additional obligations and gives you extra rights around how your data is held and used.

West Ipswich Teaching School are committed to the security and protection of your personal information held.

If you have any queries regarding GDPR and the way your data is handled please contact our GDPR Data Controller is Ruth Coleman and can be contacted via info@westipswichteachingschool.org

You will also find a copy of our Privacy Notice on West Ipswich Teaching School Website found here: <https://www.westipswichteaching.org/>

If we make changes to our Privacy Notice we will notify you by updating our website. <https://www.westipswichteaching.org/>

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. For further information please visit here: <https://ico.org.uk/>

West Ipswich Teaching School is known as both a "data controller" and a "data processor". As "data controller" this means that we determine the purposes and way in which any personal data are or will be processed. A "data processor" processes data on behalf of a data controller.

PRIVACY NOTICE

West Ipswich Teaching School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). Looking after your personal information is very important to us and we want you to be confident that your personal data is kept securely and safely and to have an understanding of how we use our data as a Teaching School.

Data protection principles:

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

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

Information we may hold:

West Ipswich Teaching School can hold Personal data, or personal information which is 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).

There are "special categories" of more sensitive personal data which require a higher level of protection. These are data about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, genetic or biometric data. As a Teaching School Alliance, it is highly unlikely that we would capture any "special category" data, unless disclosed via a teacher training application through UCAS.

Depending on the nature of your working relationship with us, we will collect, store, and use any of the following categories of personal information about you:

- Personal contact details such as
 - Full Name,
 - Title,
 - Addresses,
 - Telephone numbers,
 - Email addresses.
- Job title.
- Education Setting name (Location of employment or workplace).
- School / College address, phone number.
- Additional school contacts.
- Business email address.
- Payment information.
- Information for market research.
- Copy of driving licence/Passport/Identity documents.
- Information about your use of our information and communications systems.
- Photographs.

For Recruitment to Teacher Training programmes, we may collect, store, and use any of the following categories of personal information about you:

- Date of birth.
- Gender.
- Marital status and dependants.
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date.
- Location of employment or workplace.
- Copy of driving licence/Passport/Identity documents.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Information about your use of our information and communications systems.
- Photographs.

How is your personal information collected?

We collect personally identifiable information about you (your "Data") through:

- The use of enquiry and registration forms
- When you purchase any of our training
- The provision of your details to us either online or offline
- Through the teacher training application and recruitment process, either directly from candidates or sometimes from UCAS or an employment agency. We may sometimes collect additional information from third parties including former employers for example references.

We will collect additional personal information in the course of job-related or training-related activities throughout the period of you working for us or training with us.

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you, such as providing you with a personalised service; processing orders, registrations and enquiries; providing you with information about courses we offer (providing you agree to receive such information) and conducting market research surveys.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you, training you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of all).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Consent

We do not need your consent if we use special categories of your personal information if required to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Data sharing

We may have to share your data with third parties, including third-party service providers, where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. We require third parties to respect the security of your data and to treat it in accordance with the law.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Security

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Rights of access, correction, erasure, and restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request").
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.
- Object to processing of your personal information.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to another party.

West Ipswich Teaching School

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