

# 2Schools Consortium Privacy Notice

## How we use your information

We collect information about:

- our staff, trainee teachers and anyone who works with our trainee teachers across our partnership school
- SCITT trainees, colleagues from other schools

This information is used to help us:

- deliver Initial Teacher Training (ITT)
- contact the right people about issues
- ensure a healthy, safe environment for learning
- carry out our functions as an employer and trainer

If we hold data about you, you have rights in respect of your data including:

- the right to be supplied information on our uses
- to see what data we are holding about you
- to request correction or erasure of your data
- to object to processing
- to complain to our data protection officer or the supervisory authority

If you wish to exercise any of these rights, please see the [contact us](#) details later in this document

This Privacy Notice is updated regularly. The latest version will always be on our website, so please check at <http://www.2schools.org/> for the newest version.

The rest of this document gives further details on our collection, storage and use of data for each type of data we hold. It also provides information on who we share with and how to exercise your rights if you are not happy.

We welcome your comments on how we can improve this notice; please [contact us](#) at the address given for the 2Schools Consortium.

Last updated: 14 February 2019

## Data Usage Regarding Trainee Teachers

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

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group, vetting and barring information
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons, which commonly includes health data)
- qualifications (and, where relevant, subjects taught)
- photographs
- health e.g allergies, epipen
- next of kin
- appraisal
- employment info e.g references
- employment history
- recruitment information, including copies of right to work documentation, references and other information included in the application process
- bank account details payroll records and tax status information
- outcomes of any disciplinary and/or grievance procedures
- safeguarding information
- copy of driving license if used for DBS identity check or if claiming mileage or transporting pupils
- videos
- occupational health records
- risk assessments where needed
- health and safety assessments and accident records

## Why we collect and use this information

We use data to:

- enable the development of a comprehensive picture of the training provision and how it is deployed
- inform the development of recruitment and retention policies
- maintain safety of staff and pupils
- enable individuals to be paid (where applicable)
- manage the occupational health of the Trainee Teachers

- performance management
- improve the management of the training provision across our partnership schools

## **The lawful basis on which we process this information**

We process this information under GDPR Article 6 (b) the employment contract and Article 6 (c) e.g. Education Act 1996. Certain special characteristics are processed under GDPR Article 6 (c) and Article 9 (b) e.g. Ethnicity information required by the Equalities Act 2010. Education Act and its associated regulations

Full details of the legal basis for our data use is given in our Data Protection Impact Assessments which are available on request

## **Collecting this information**

Whilst much 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 school workforce information to us or if you have a choice in this.

- Fulfil a contract we have entered into with you
- Comply with a legal obligation

## **Storing this information**

We store data as detailed in our retention schedule which is available on request.

## **Who we share this information with**

We routinely share this information with:

- our local authority
- schools that the trainee teacher may attend whilst training with 2Schools Consortium
- the Department for Education (DfE)
- Initial Teacher Training
- Professional advisors and consultants
- Police forces, courts and tribunals (where applicable)
- Ofsted (when applicable)
- Suppliers and services providers to enable them to provide the service we have contracted them for as personnel and payroll
- Auditors (when applicable)
- our occupational health provider, Medigold. Medigold's privacy statement can be read at <http://www.medigold-health.com/Home/PrivacyNoticeOccupationalHealth>.

## Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share information about all stakeholders with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its 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 the department: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information, please see the contact details below

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 us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact Us

If you would like to discuss anything in this privacy notice, contact the school, the data protection officer or the regulator, details are given below.

### Contacting the school

We strongly recommend you contact the school directly with your concerns. The school can be contacted at:

By

Email: [training@oakthorpe.enfield.sch.uk](mailto:training@oakthorpe.enfield.sch.uk)

By Phone: 020 8807 6906

By Post: 2Schools Consortium, Oakthorpe Primary School, Tile Kiln Lane, N13 6BY

## Contacting our Data Protection Officer

The Data Protection Officer for the school can be contacted as below. Please ensure you include which school is involved:

By Email: [schools.data.protection.officer@enfield.gov.uk](mailto:schools.data.protection.officer@enfield.gov.uk)

By Post: Data Protection Officer, Enfield Council Civic Offices, Silver St, Enfield, EN1 3XA

## Contacting the regulator

We recommend that you try to resolve the issue with the school or the Data Protection Officer in the first instance,

To contact the Information Commissioner's Office, please go to <https://ico.org.uk/concerns/>