

Privacy Notice

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

Why do we collect and use personal information?

We use the data:

- to book participants on to training courses and send out booking information and training material.
- to produce registers and evaluation forms
- to send billing information and invoices for courses attended where a charge is incurred.
- to communicate marketing information about upcoming training courses.
- to communicate information about our ITT programme
- to comply with the law regarding data sharing.

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

- Personal information (such as participant name, participant email address, school name, school address, school phone number, school bursar name, bursar email address, payment method, special information such as dietary requirements.)
- Attendance information (such as sessions attended, absences)
- Evaluation information
- Personal information supplied by UCAS and the University of Winchester. Please see links to privacy information below.
- To inform recruitment decisions.

The lawful basis on which we use this information

The lawful basis on which we collect and use information is:

- In order to carry out our public interest duties from Article 6 from the GDPR – May 2018
- To carry out the obligations of and legitimate interests of the school under Article 9 from the GDPR – May 2018



National Teaching School
designated by



Collecting information

In order to comply with the General Data Protection Regulation, we must advise you that the majority of information you provide to us is mandatory, however, some of it is provided to us on a voluntary basis (such as completing course evaluation forms) and this is indicated at the time of collection but is used only for quality assurance purposes.

Storing data

We hold data for up to one year after training has taken place, course registers are deleted from our servers at the end of each academic year.

We routinely share information with:

- The Department for Education (DfE)
- Alliance Teaching School Partners (we only place ITT students with GDPR compliant schools)
- Ofsted
- University of Winchester

Why we share information

We do not share information with anyone without consent unless the law and our policies allow us to do so. We share participants' data with external training providers and the Department for Education (DfE) on a statutory basis.

The DfE 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: and
- the arrangements in place to store and handle the data

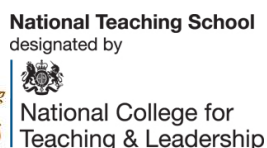
To be granted access to trainee information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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>

<https://www.ucas.com/corporate/about-us/privacy-policies-and-declarations/ucas-teacher-training-declaration>

<https://www.ucas.com/corporate/about-us/privacy-policies-and-declarations/ucas-privacy-policy>



<https://winchester.ac.uk/about-us/leadership-and-governance/privacy-and-cookie-policy/>

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, or be given access to your record, contact Mrs Patti Snook, Bushy Leaze Head of Centre, in the first instance p.snook@bushyleaze.hants.sch.uk

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, 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 Mrs P. Snook at Bushy Leaze Children & Families Centre, Eastbrooke Road, Alton Hampshire GU34 2DR. p.snook@bushyleaze.hants.sch.uk . Telephone 01420 87675.



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