



## How we use trainee information

This privacy notice has been written to inform prospective, current, and former trainees, of The Education Alliance about how and why we process your personal data, including during the recruitment process for Yorkshire Wolds Teacher Training.

### Who are we?

The Education Alliance is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Francesca Roper, Director of Trust Development and Compliance via [DPO@theeducationalliance.org.uk](mailto:DPO@theeducationalliance.org.uk)

Veritau's contact details are:

Schools Data Protection Officer	
Veritau	
West Offices	
Station Rise	
York	
North Yorkshire	

## The categories of trainee information that we process

These include:

- personal information (such as name, address, teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group, nationality, disability)

- course information (such as subject, start date, bursary/scholarship information)
- absence information (such as number of absences and reasons)
- qualifications (and, where relevant, previous employment details)
- performance information (such as progress reviews and support/action plan processes)
- conduct information (such as disciplinary proceedings)
- medical information (such as medical conditions and doctors information)
- financial or payroll information (such as bank details, student loan information)
- criminal records information (including results of disclosure and barring service (DBS) checks, safeguarding information and investigations)
- CCTV imagery (to be used in order to provide security for the site, keep people safe, evidence in investigations and safeguarding reasons)
- Biometric data for use on the cashless catering system and library systems where required
- Photographs for identification purposes
- Photographs for promotional materials where consent has been provided.

This list is not exhaustive, to access the current list of categories of information we process please see the Trust's Information Asset Register. A copy of this can be found at [www.theeducationalliance.org.uk](http://www.theeducationalliance.org.uk) or contact the DPO for a copy at [DPO@theeducationalliance.org.uk](mailto:DPO@theeducationalliance.org.uk)

## Why we collect and use trainee information

We use trainee data to:

- a) enable the development of a comprehensive picture of the training program
- b) inform the development of trainee policies
- c) enable individuals to be paid, including bursaries/scholarships where applicable
- d) liaise with student loan providers
- e) assist trainees with personal and professional development
- f) ensure the safety and wellbeing of our trainees, workforce and students
- g) inform decisions (e.g. recruitment plans, placement allocations, capacity planning)
- h) award Qualified Teacher Status and PGCE

Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing personal information for general purposes include:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract and;
- processing is necessary for compliance with a legal obligation to which the controller is subject;

In addition, the legal basis for processing any special categories information is:

- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law
- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,

- processing is necessary for reasons of substantial public interest,

## Collecting trainee information

We collect personal information from the trainee application form and direct from the trainee themselves on commencement of the course. We may also obtain information from a previous employer as well as regulatory authorities such as the local authority.

Trainee data is essential for the trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection laws, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing trainee information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit at [www.theeducationalliance.org.uk](http://www.theeducationalliance.org.uk) or contact the DPO for a copy at [DPO@theeducationalliance.org.uk](mailto:DPO@theeducationalliance.org.uk)

## Who we share trainee information with

We routinely share this information with:

- our local authority and LADO (where applicable)
- the Department for Education (DfE)
- DfE Apply
- DfE Manage
- DTTP (Database of Trainee Teachers and Providers)
- UCAS (for applications received prior to September 2021)
- our payroll provider
- information may also be published on YWTT/Trust/school websites – this will not include data of a sensitive nature
- DBS
- TRA
- Student Loans Company
- Sheffield Hallam University
- Scholarship providers
- NASBTT
- Staff survey providers
- External providers of services through an SLA such as Legal firms/crisis comms
- Other trust schools
- Schools across the YWTT partnership
- Trade Union representatives
- Organisations requesting references such as mortgages/rental references
- Employing schools
- NHS Test and Trace

## Why we share trainee data information

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

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about trainees with the Department for Education (DfE) for the purpose of those data collections, under:

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

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

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## 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 School's Data Protection Officer.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School's Data protection Officer at [DPO@theeducationalliance.org.uk](mailto:DPO@theeducationalliance.org.uk)

**Last updated – 02/09/24**

## **How Government uses your data**

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## **Data collection requirements**

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>.

## **Sharing by the Department**

The Department may share information about trainees/school employees 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 trainee 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.

## **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>