



## Privacy Notice - How we use Information

Oxfordshire Teacher Training ('The SCITT') 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 individuals. We call our trainees 'Associate Teachers'.

### **Name and contact details of the organisations:**

OTT SCITT is part of the River Learning Trust. The River Learning Trust is an exempt charity and a company limited by guarantee, registered in England and Wales.

Registered Company Number 7966500.

Registered Office: c/o Gosford Hill School, Oxford Road, Kidlington, Oxfordshire, OX5 2NT

### **The OTT SCITT registered address is:**

% The Cherwell School

Marston Ferry Road

Oxford

OX2 7EE

OTT SCITT is the 'Data Controller' for the purposes of data protection law. We work with a variety of other organisations in the course of our work who are described as 'Data Processors' for the purposes of data protection law.

### **For applicants and Associate Teachers, the categories of information that we may collect, hold and share include:**

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references, degree certificates, UCAS application, skills test confirmation of successful outcome
- Performance information
- Employment records, including work history for first five years
- Absence data
- Copy of driving licence or passport
- Photographs
- Data about your use of the Google Drive

The information we collect and store will have been freely provided to us as part of the application and enrolment process.

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

#### **Why we collect and use this information:**

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

- Facilitate safe recruitment as part of our safeguarding obligations
- Support effective training
- Enable monitoring of progress
- Inform our recruitment and selection policies
- Support the wellbeing and resilience of individuals
- Enable payment of salaries, bursaries and student loans 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 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 principals 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.

#### **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 the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

#### **Storing data**

Like most organisations, we use 3rd parties to provide services to our customers and to store data. A list of the 3rd parties who process personal data is listed below. Personal data is stored securely using cloud-based systems. Access to your data is restricted with only OTT SCITT staff having access. Where additional security methods such as two-factor authentication are available these are implemented. We will retain your personal data for as long as it is necessary to fulfil the purposes for which it was collected and will securely dispose of your data when we no longer need it.

The data storage systems we use are Google Drive, Insightly CRM.

Our data storage systems are based in the UK, EEA and USA. We ensure that in cases where data is stored on servers in the USA that the 3rd party complies with the EU Standard Contractual Clauses (SCCs) and the UK International Data Transfer Addendum (IDTA) which allow us to lawfully transfer data to the USA. We conduct

thorough reviews of all our 3rd parties, including data protection agreements, where possible to ensure that every possible safeguard is in place and that the data is secure.

Personal data is stored in line with our *Data Protection and Handling Policy* and *Data Handling Procedures*.

Description	Retention Period
Associate Teacher file - ITT Application - Examination and Degree certificate copies - Initial Processing Form - Interview Evaluation Forms - Document Checking Form - Reference Requests - Enrolment and consent Forms - Photo ID - National Insurance - Bank Details Form - Tuition Fee Form and Bursary confirmation if applicable - Medical Fitness to Teach document - Safeguarding certificates	Until completion of programme + 5 years
Google Drive account	Until completion of programme + 2 years
Evaluation feedback	Until completion of programme + 5 years
Safeguarding information (held in separate file)	Until completion of programme + 50 years

### Who we may share information with

We do not share information about you with any unnecessary third party without your consent or unless the law requires us to do so. Where it is legally required, or necessary (and it complies with UK data protection law) we will share personal information about enrolled Associate Teachers with third parties, such as:

- River Learning Trust
- Placement School Senior Links and Mentors
- SCITT Visiting Tutors
- SCITT Subject Specialists
- The SCITT Assessment and Moderation Board
- The SCITT External Moderator
- ECT Employing Schools
- Department for Education
- Ofsted
- Oxfordshire Teaching School Hub
- Financial organisations

### Automated decision making and profiling

We do not use automated decision making or profiling when processing your data.

### Our websites

Our websites may use cookies to capture data about the number of visitors to the pages on each website. We use this data to measure the effectiveness of our website and to provide engagement data to the DfE when required by them. You can block cookies by activating a setting on our cookie banner allowing you to refuse cookies. You can also delete cookies through your browser settings. If you turn off cookies, you can continue to use our websites and browse its pages.

## **Marketing Newsletter**

Visitors to our website or events may opt to sign up to our weekly applicant newsletter. Information in the newsletter is intended to be helpful, informative, relevant and supportive. Registration data is stored securely in order to communicate effectively and is not shared with any third parties or used for any purpose other than receipt of the registered newsletter. Recipients will be able to opt out/ unsubscribe at any time.

## **Requesting access to your personal data/ Your rights**

Individuals have a right to make a 'subject access request' to gain access to personal information that OTT SCITT holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are storing and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you wish to make a subject access request contact Mr Matthew Coatsworth ([matthew.coatsworth@ott-scitt.org.uk](mailto:matthew.coatsworth@ott-scitt.org.uk)).

Individuals have the right to object to the processing of their personal data under the terms of our legal basis of 'public task', although this is not an absolute right. An individual must give specific reasons why they are objecting to the processing of their data.

## **Data Breaches**

Should a breach of your data occur that is likely to result in the harm to the rights and freedoms of an individual or group of individuals we will notify those involved within 72 hours along with the ICO, where applicable.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please view our Complaints Policy.