



East Lancashire

..... Teaching School Alliance

Privacy Notice (How we use School experience participants information)

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

- Personal information (such as name, email and home address)
- A copy of photo id
- Proof of address
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Disability and access requirements.

Why we collect and use this information

We use the data:

- To monitor attendance on school experience
- To report back to DFE about the number of participants
- To verify the identity of participants who visit our school

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:

- (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Storing your data

We hold your data for the duration of the visit and evaluation period and for 12 months following your visit

Who we share information with

We routinely share information with:

- the Department for Education (DfE) however, this is anonymised and is our participation rates and evaluation analysis
- ELTSA School based ITT programmes – notably the Pennine Lancashire SCITT, Haslingden High School Direct and Park High School School Direct

Why we share delegate information

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

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your CPD record, contact the data protection officer at the school to make such a request.

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 request 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

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer,

The Hollins

Hollins Lane

Accrington

BB5 2QY

Tel: 01254 233500