



THE  
TOMMY  
FLOWERS  
SCITT

## Privacy Notice – Assessment Only (GDPR)

Under data protection law, individuals have the right to be informed about how the Tommy Flowers SCITT uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **Prospective Qualified Teachers (PQT's) to the Assessment Only Programme run by the Tommy Flowers SCITT.**

We, The Tommy Flowers SCITT, are a partnership between Denbigh School and St. Paul's Catholic School. Denbigh School are the 'data controller' for the purposes of the Data Protection Act. Denbigh School is registered as a data controller with the Information Commissioner's Office (registration number Z2570761).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about PQT's includes, but is not restricted to:

- Application form
- Contact details, contact preferences, date of birth, identification documents
- Results of qualifications and Professional Skills Tests
- Characteristics, including gender and ethnic background
- References
- Communications
- DBS number and issue date
- Health forms
- Attendance information
- Observation records
- Assessment data
- Photographs

We may also hold data about PQT's that we have received from other organisations, including Partnership Schools and the Department for Education.

### Why we use this data

We hold and use this personal data to:

- recruit PQT's to the course
- support the effective provision of the Assessment Only Programme
- monitor and report on PQT progress
- provide adequate support
- assess the quality of our services
- write references
- advertise, including on our website and social media

### Data sharing

We do not share information about PQT's with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about PQT's with:

- The Department for Education – *for statutory reasons*
- Ofsted – *as the regulatory body*

- Partnership Schools, including the School Mentor and Professional Tutor – *for recruitment, progress and attainment reasons*
- Financial organisations – *to enable us to comply with our regulations*

### **How data is stored**

Your data will be stored within Denbigh School and St. Paul’s Catholic School and on secure third-party platforms (including One Note). Your data will not be shared with any organisations outside of Denbigh School or St. Paul’s Catholic School and their data processors or used for any purposes other than those described above or as set out in the Data Protection Policy.

We will not give information about you to anyone outside the SCITT without your consent unless we are compelled to do so by law or government agency.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). This is to meet the needs of the School Workforce Census.

### **PQT’s rights regarding personal data**

If you wish to discuss the information we hold and share about you then please contact a Partnership Manager.

PQT’s have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To see your full rights, please refer to the Data Protection Policy. To exercise any of these rights, please contact Denbigh School’s data protection officer, Simon Goodall.

PQT’s who start the programme will have their personal record held for 7 years upon completion. This will contain attainment information, meeting logs, observations and communication. This is to ensure that the school can provide information to government agencies, such as Ofsted, and write references. For applicants who are not successful in gaining a place on the programme or who withdraw before reaching the final assessment phase, their personal data will be deleted at the end of the academic year in which they applied.

### **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 you have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Denbigh School’s data protection officer, Simon Goodall.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- report a concern online at: <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF