



Privacy Notice – Partners

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 **Partners such as School Mentors, Professional Tutors, Head Teachers, EPA Assessors and Trainers.**

We, The Tommy Flowers SCITT, are a partnership between Denbigh Alliance and St. Paul’s Catholic School. Denbigh Alliance are the ‘data controller’ for the purposes of the Data Protection Act. Denbigh Alliance 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 partners includes, but is not restricted to:

- Name
- Contact details and contact preferences
- Qualifications and experience
- Communications
- Financial information (where trainers are invoicing The Tommy Flowers SCITT)
- Photos and videos of training sessions

Why we use this data

We hold and use this personal data to:

- support trainee progress on the course
- monitor and report on trainee progress
- provide adequate pastoral care
- assess the quality of our services
- use photos of training in advertising, including on our website and social media
- arrange partnerships for future courses

Data sharing

We do not share information about Partners 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 trainees with:

- The Department for Education – *for statutory reasons*
- Ofsted – *as the regulatory body*
- Trainees – *for effective running of the course and for progress and attainment reasons*
- Apprentices – *for the arrangement of EPA visits by EPA Assessors*

How data is stored

Your data will be stored within Denbigh Alliance and St. Paul’s Catholic School and on a secure third-party platform. Your data will not be shared with any organisations outside of Denbigh Alliance 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.

Partners’ rights regarding personal data

If you wish to discuss the information we hold and share about you then please contact a Partnership Manager. Partners 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 exercise any of these rights, please contact Denbigh Alliance's data protection officer, Shannon Webb at GDPR@thedenbighalliance.org.uk.

Your personal details may be held on documents regarding trainees for 7 years upon their completion of the course. This is to ensure that the school can provide information to government agencies, such as Ofsted, and write references.

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 Alliance's data protection officer, Shannon Webb at GDPR@thedenbighalliance.org.uk.

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