



Privacy Notice – Trainees, apprentices and applicants (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 **trainees and applicants to a Tommy Flowers SCITT course**.

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 trainees includes, but is not restricted to:

- Application form
- Contact details, contact preferences, date of birth, identification documents
- Results of qualifications
- Unique Learner Number
- Teacher Reference Number
- 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 trainees that we have received from other organisations, including Partnership Schools, The University of Northumbria and the Department for Education.

Why we use this data

We hold and use this personal data to:

- recruit trainees to the course
- support the effective provision of Tommy Flowers SCITT courses
- monitor and report on trainee progress
- provide adequate pastoral care
- assess the quality of our services
- write references
- advertise, including on our website and social media
- keep in touch with alumni

Data sharing

We do not share information about trainees 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*
- Partnership or employing schools, including School Mentor and Professional Tutor – *for recruitment, progress and attainment reasons*
- The University of Northumbria – *for progress and attainment reasons*
- Financial organisations, including the ESFA and auditors – *to enable us to comply with our regulations*
- Student Finance England – *to enable them to provide the services requested*

How data is stored

Your data will be stored within Denbigh Alliance and St. Paul's Catholic School and on secure third-party platforms (including One Drive and PICS). 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.

Trainees' rights regarding personal data

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

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

Trainees who start the course will have their personal record will held for 7 years upon completion of the course. This will contain attainment information, attendance 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 course or who withdraw before commencing the course, 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 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