



## TSH Berkshire Privacy Notice

### Introduction

- Under data protection law, individuals have a right to be informed about how the school uses any personal information that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal information.
- The information held by TSH Berkshire and subsidiary organisations relates to ECTs, school staff, service providers and any other relevant parties in the pursuit of the delivery of the services stipulated in the organisation's remit.
- This notice applies to services within the organisation such as the website, software, purchases, subscription, training providers.

TSH Berkshire advise all users to read the policy carefully and contact TSH Berkshire with any questions or concerns about the privacy practices.

### Who we are?

TSH Berkshire is the data controller.

### What information do we collect?

We collect information about teachers and other organisations who use our services. Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details
- Date of birth
- Teacher Reference Number
- Training details and qualifications
- Contract details
- Name of any previous schools where induction was served
- National Insurance number
- Employment details (including previous schools)
- Absence data
- Photographs
- Assessment grades and reports, including progress reviews
- Personal support plans
- Records of quality assurance visits
- Records of emails and phone conversations
- Teacher standards evidence forms

We may also collect store, and use information that falls into the category of more sensitive personal data. This may include, for example, information about, race, ethnicity and religious beliefs, and health and sickness records.

### How do we use personal information?

The purpose of processing this data is to help us run the Teaching School Hub, including to:

- Administer the induction process for newly qualified teachers.
- Carry out the tasks and duties required in our capacity as the Appropriate Body for induction.
- Providing previous assessment forms to schools where an NQT moves school during the induction period.
- Support a range of effective CPD programmes – this may include using anonymised versions of assessment reports to support mentor training.
- Photographs of CPD sessions may be used on our website and twitter account to publicise TSH Berkshire events, or in flyers for subsequent training events.
- Inform you about relevant CPD and training opportunities, during and subsequent to the induction period.
- Recordings of training sessions may be shared via our TSH Berkshire website.

### What is our lawful basis for using this information?

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- fulfil a contract we have entered into with you
- comply with a legal obligation
- carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)
- we have legitimate interests in processing the data

Where you have provided us with consent to use your information, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify TSH Berkshire's use of your information.

### Collecting and storing this information

Much of the data we collect is via the NQT manager system, which is a protected website where emails and addresses are shared but individual access is protected by the individual.

Electronic data is stored securely and is only used for purposes directly relevant to Teaching School Hub activities.

It is necessary to store some data beyond your period of employment in Slough, for example all ECT data MUST be retained for 6 years following Induction.

Service providers supply information appropriate to need and this is held securely until such time that the service ceases.

School information is accessible through the school website; however, permission has been granted to use personal Governor information for the purposes of TSH Berkshire only with no approval to share with any third parties.

### Data Sharing

We do not share information about you with any third party without your 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 you with:

- Slough Borough Council or other local authorities
- Other Appropriate Bodies - for example if you move school partway through induction it is necessary for us to share any progress reviews or assessment reports with your new AB.
- the Department for Education
- the Chartered College of Teaching
- trade unions and associations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- other schools, employment and recruitment agencies, other professional bodies
- The Teaching Regulation Agency

### Your rights

#### ***How to access personal information we hold about you***

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school 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 holding 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request, please contact Janet Roberts, TSH Berkshire Teaching School Director ([janetroberts@lgs.slough.sch.uk](mailto:janetroberts@lgs.slough.sch.uk))

### ***Your other rights regarding your data***

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of your personal data if it would cause, or is causing, damage or distress
- prevent your data being used to send direct marketing
- object to the use of your personal data for 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 Janet Roberts on the email address above.

### **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 contact Janet Roberts. 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