

Introduction

- Under data protection law, individuals have a right to be informed about how the Teaching School Hub 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 organisations 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 (email and phone)
- 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

See appendix A to see what information is collected in more detail for each activity undertaken by the hub.

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 we get the personal information and why we have it

We process personal data provided to us directly by you for the following purposes:

- As part of applications for National Professional Qualifications (NPQ)
- As part of early career framework-based induction
- As part of school-based initial teacher training (ITT)
- As part of the appropriate body services for early career teachers
- As part of the application process for any of our other CPD programmes
- As part of the application process to work with us as a facilitator on any of our programmes

We also receive personal information indirectly, from the following sources in the following scenarios:

- Schools: data is submitted from schools for the areas of Early Career Framework
- Lead Providers: data is submitted from lead providers to assist with some aspects of Early Career Framework and National Professional Qualifications
- Department for Education

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 early career teachers.
- Comply with statutory reporting to the Department for Education and Teaching Regulation Agency.
- Carry out the tasks and duties required in our capacity as the Appropriate Body for induction.
- Providing previous assessment forms to schools where an ECT moves school during the induction period.
- Support a range of effective CPD programmes – this may include using anonymised versions of assessment reports to support 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.
- Recordings of training sessions may be shared or uploaded to the TSH Berkshire website.
- Create user accounts for your learning.
- To monitor training and development.
- To subscribe users to our services or publications, including event invites and product or services marketing.
- To provide us with feedback.

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
- we have a vital interest
- We have a legitimate interest
- You have given your consent.

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

Electronic data is stored securely and is only used for purposes directly relevant to Teaching School Hub activities. Data is stored in a cloud-based system and access is restricted to relevant staff.

We hold your data in line with our school's data retention policy which is available on request.

It is necessary to store some data beyond your period of employment in one of our schools, 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:

- relevant colleagues at 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 Teaching Regulation Agency
- lead providers of ECF/NPQ programmes
- Appropriate Body Local Leads
- other relevant colleagues within TSH Berkshire
- 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

Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the teaching school hub 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 (janetroberts@lgs.slough.sch.uk)

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

Appendix A

Initial Teacher Training:

- Applicant online forms, including a wide range of personal data equivalent to applying for a job
- Trainee performance data across the year
- Feedback from schools on progress of trainees
- Welfare data is shared between centre and schools, and schools would share concerns about performance and welfare back to centre

Early Career Framework:

- Names and contact details for programme members and support, including Early Career Teachers, Mentors and Senior Leader responsible
- Engagement data for programme members, including attendance at sessions, completion of online learning tasks
- Survey data, including views or programme members on their experience of programme
- Factors effecting ECTs, including part time / full time status, interruptions to programme participation due to ill health / absence from work
- ECT and Mentor Teacher Reference Number

Appropriate Body:

- Names and contact details for Early Career Teachers
- Their employment details (e.g., subject) and employment status (part time, temporary contract etc)
- Mentor and school ECT Lead contact details
- Performance-related documents relating to ECT, including lesson observation notes, termly progress reviews and end of year Assessment Report
- Cause for concern notices where an ECT's performance is below expectation and at risk of not completing induction
- Interruptions to programme participation due to ill health / absence from work
- ECT Teacher Reference Number

National Professional Qualifications:

- Names and contact details of programme members
- Details of career pathway
- Role details
- Application statement and submission, outlining achievements
- Engagement data for programme members, including attendance at seminars, completion of online learning tasks
- Survey data, including views or programme members on their experience of programme
- Programme member Teacher Reference Number

General contact data:

TSHs collect general contact detail on school leaders and staff in school that engage with TSHs; these contacts are used for marketing purposes.