



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

**Privacy Notice for King Edward's
Consortium Trainee Teachers**

Responsible Board	Academy Trust Board
Policy Officer	Executive Director
Date Adopted	July 2020
Review Date	July 2021

Who we are:

King Edward's Consortium (accredited name: King Edward VI Academy Trust Birmingham SCITT) ('KEC') is part of the King Edward VI Academy Trust Birmingham (the 'Academy Trust'). As part of the new General Data Protection Regulation ('GDPR') we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The entities within the Academy Trust are:

- King Edward VI Aston School;
- King Edward VI Camp Hill School for Boys;
- King Edward VI Camp Hill School for Girls;
- King Edward VI Five Ways School;
- King Edward VI Handsworth School for Girls;
- King Edward VI Handsworth Grammar School for Boys;
- King Edward VI Sheldon Heath Academy; and
- King Edward's Consortium.

The postal address of the Academy Trust is:

King Edward VI Academy Trust, Foundation Office, Edgbaston Park Road, Birmingham B15 2UD.

The Academy Trust is sponsored by the Schools of King Edward VI in Birmingham (the 'Foundation') a Charity registered at Foundation Office, Edgbaston Park Road, Birmingham B15 2UD. The Foundation and Academy Trust share resources and act in accordance with their Data Sharing Agreement.

If you want to contact us about your personal information in the first instance, you can contact your Data Protection Lead, the Director of Initial Teacher Training (office@teachkec.org.uk).

The Data Protection Officer for the Academy Trust is Laura Ganderton. You can contact her via:

- email: dataprotection@ske.uk.net ;
- telephone: 0121 472 1147; or
- post: Foundation Office, Edgbaston Park Road, Birmingham B15 2UD.

In this notice 'we' and 'us' means the Academy Trust and 'trainee' applies to SCITT (fee-paying) and School Direct (salaried) applicants, trainees and former trainees.

Aim

The Academy Trust is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during your time with us.

The Academy Trust aims to ensure that all data collected about staff, pupils, parents, trainee teachers and visitors is collected, stored and processed in accordance with the General Data Protection Regulation. This applies to all data, regardless of whether it is in paper or electronic

format.

We may amend this privacy notice at any time.

Definitions

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Special category data	These are data about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, genetic or biometric data
Processing	Obtaining, recording or holding data
Data subject	The person whose personal data is held or processed
Data controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data processor	A person, other than an employee of the data controller, who processes the data on behalf of the data controller

Data protection principles

We will comply with data protection law. This says that the personal data we hold about you must be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up-to-date;
- kept only as long as necessary for the purposes we have told you about; and
- kept securely.

Categories of trainee information that we collect, hold and share

This data includes, but is not restricted to:

- Personal information (such as name, DBS number, medical information, next of kin, NI number, telephone numbers, email address and postal address);
- Information collected during the recruitment process (such as application forms, tests, interview notes, proof of qualifications and references);
- Proof of right to work;
- Characteristics (such as ethnicity, language, nationality and free school meal eligibility)
- Disciplinary and grievance information;

- For fee-payers in receipt of a bursary/scholarship: bank account details, bursary/scholarship payment information;
- For salaried trainees: salary, pension and benefits information;
- Information about your health, including health and sickness records and a Fitness to Teach medical which may detail medical conditions;
- Progress records including reports, weekly/interim trainee reviews, trainee files, assignment mark sheets and records of school visits;
- References for teaching posts.

This information will include where you go after you leave us and any special educational needs you may have. We will also use photographs of you. More details about this are in our photograph policy.

How we collect personal information

- When you join KEC, your application and recruitment process;
- Former employers;
- Higher Education Institutions;
- UCASTT;
- occupational health service provider;
- Student Finance England;
- learndirect (skills tests);
- Disclosure and Barring Service;
- the Home Office;
- subject knowledge enhancement (SKE) providers.

We use CCTV at some of our schools to make sure the school sites are safe. CCTV is not used in private areas such as changing rooms. For more information, please refer to our CCTV policy.

How we use trainee information

We, the Academy Trust, collect and hold personal information relating to our trainees. We use this personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you;
- Where we need to comply with a legal obligation;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests);
- Where it is needed in the public interest or for official purposes.

The purpose of processing this data is to help us to provide teacher training, including but not limited to:

- enabling us to pay you;

- facilitating safer recruitment, as part of our safeguarding obligations towards pupils;
- supporting effective performance management;
- enabling ethnicity and disability monitoring;
- enabling us to provide and improve teacher training.

Collecting and using your information in this way is lawful for one or more of the following reasons:

- the processing is necessary for the performance of your training contract;
- the processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example, our legal duty to safeguard pupils;
- the processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm; and/or
- the processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school/Foundation to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you, training you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our trainees and workers).

When we give your information to others

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- Student Finance England;
- Department for Education;
- National College for Teaching and Leadership;
- University of Birmingham;
- UCASTT;
- Office of the Independent Adjudicator
- Ofsted.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We share personal data including sensitive personal data with Consortium schools in relation to your training programme and placements.

We will disclose personal data about you to the emergency services when required for your

heath.

We share your details with your pension provider in order to make sure that you contribute the correct amount and maintain your entitlement to a pension upon your retirement.

For a list of third parties we may share your information with please visit:

<https://www.schoolsofkingedwardvi.co.uk/teacher-training/legal-information-and-gdpr/>

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Security

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long we keep your information

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

We have a policy which explains how long we keep information. It is called a Data Retention Policy and you can find it on the Academy Trust website.

Your rights

You have the following rights in relation to the information we hold about you:

- You can ask us for a copy of the information we have about you;
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;

- You can object to what we are doing with your information;
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which can be found on the Academy Trust website.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint, then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

COVID-19 Addendum (King Edward VI Academy Schools Only)

This addendum details the following temporary variation to this Privacy Notice in relation to the virtual learning environment.

Reason for the variation

In response to the COVID-19 pandemic, the King Edward VI Academy in Birmingham schools may conduct virtual live lessons to enhance the education of our pupils.

Legal reasons for recording virtual live lessons

- The virtual live lessons may be recorded for safeguarding purposes to protect pupils and staff.
- Not all students will have access to appropriate broadband speeds or to a device to stream the virtual lesson live. Therefore, a link to the recording may also be circulated to the relevant cohort to ensure inclusion for those pupils unable to attend the live lesson.

Communication

Relevant schools will issue guidance to staff, parents and pupils where this is in place. The teacher will inform pupils at the start of the virtual live lesson that it is being recorded and the reason. Pupils will then be able to turn off their video and microphone.

Security

Systems will comply with our standard security protocols which will be detailed in the schools' guidance to parents and pupils.

Retention

Any recordings will be securely retained for up to 6 months in line with the Data Retention Policy.

Relevant legal provisions

The legal bases for recording virtual live lessons are as follows:

- Public Task – Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest.
- If and to the extent we process special category data the applicable legal grounds are Article 9(2)(g) processing is necessary for reasons of substantial public interest, on the basis of UK law. Schedule 1(2)(18) of the Data Protection Act 2018 - Safeguarding of children and of individuals at risk.

Due to the fluid environment created by COVID-19 we will keep these arrangements under review.