

Colmore Partnership Teaching School Alliance (CPTSA)

GDPR privacy notice for partners and delegates/participants

Teaching Schools are currently required to inform partners, delegates and participants about how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018; however, Teaching Schools will be required to revise their privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR. Below is our privacy notice which highlights how our Teaching School - The CPTSA ensures that we are processing personal data of partners, delegates and participants in accordance with GDPR.

Who processes your information?

CPTSA is the data controller of the personal information you provide to us. This means the CPTSA determines the purposes for which, and the manner in which, any personal data relating to partners, delegates and participants is to be processed. Jamila Dogaru acts as a representative for the CPTSA with regard to its data controller responsibilities; she can be contacted on DPO@colmorej.co.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the CPTSA to share your data. Where the CPTSA outsources data to a third party processor, the same data protection standards that the CPTSA uphold are imposed on the processor.

Jamila Dogaru is the Data Protection Officer (DPO). Her role is to oversee and monitor the Teaching Schools' data protection procedures, and to ensure they are compliant with the GDPR. Our DPO can be contacted on DPO@colmorej.co.uk

Why do we collect and use your information?

CPTSA holds the legal right to collect and use personal data relating to partners, participants and delegates, and we may also receive information regarding them from their school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Keeping Children Safe in Education 2016
- Safeguarding Vulnerable Groups Act 2006

In accordance with the above, the personal data of partners, delegates and participants is collected and used for the following reasons:

- To support the NPQ qualifications

- To provide delegate information to our partners and the DfE
- To confirm attendance on courses
- To track participants through the ITT process
- To invoice schools and individuals for course attendance
- To market new courses and events that may be of interest
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of partner, delegate and participant information that the CPTSA collects, holds and shares include the following:

- Personal information – e.g. names, email addresses, diversity monitoring and postal addresses
- Characteristics – e.g. ethnicity, nationality, disability, country of birth and free school meal eligibility of their school/academy
- Attendance information – e.g. course or meeting attendance
- Assessment information – e.g. NPQ qualifications
- Relevant dietary/accessibility information
- Application forms e.g. School Experience, UCAS, NPQ qualifications

Whilst the majority of the personal data you provide to the CPTSA is mandatory, some is provided on a voluntary basis. When collecting data, the CPTSA will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the CPTSA will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to partners, delegates and participants is stored in line with the CPTSA's GDPR Data Protection Policy.

In accordance with the GDPR, the CPTSA does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected e.g. completion of the NPQ qualification

Will my information be shared?

The CPTSA is required to share delegate, participant and partner data with the DfE on a statutory basis, this includes the following:

- Conducting research or analysis
- Annual collaborative fund report
- Financial data for DfE grant funding
- Producing statistics
- Providing personal data to partners e.g. Ambition School Leadership
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the CPTSA is maintained.

CPTSA will not share your personal information with any third parties without your consent, unless the law allows us to do so. The CPTSA routinely shares participant, delegate and partner information with:

- The Department for Education (compulsory)
- Ambition School Leadership (compulsory)

The following are essential operational systems for CPTSA to function: **(list the processors your school uses in your school, below is some examples)**

- Facility Administration System - invoicing and accounting system
- Google Mail – emailing partners, delegates and participants
- UCAS – assessing application forms for ITT
- Dfe platform – collaborative fund, teaching school information
- CPTSA Website – Joomla

The information that we share with these parties includes the following:

- Course attendance, payment details for invoicing schools/academies for attendance on courses, personal information for Dfe statistics

What are your rights?

Partners, delegates and participants have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how CPTSA uses your personal data.
- Request access to the personal data that CPTSA hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed (in some circumstances).

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way CPTSA and/or the Department for Education (DfE) is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.cptsa.co.uk or download our GDPR Data Protection Policy. You can also contact our Data Protection Officer Jamila Dogaru on dpo@colmorej.co.uk for further information.

CPTSA GDPR partners, delegate and participants Declaration

Declaration

I, _____, declare that I understand:

- CPTSA has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- CPTSA may share my data with the DfE, and subsequently the Local Authority (LA).
- CPTSA will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- CPTSA will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the CPTSA GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Your Name:

Signature:

Date:
