



## Why do we collect and use information about School Direct Trainees?

We collect and use trainee information under the Data Protection Act 1998 (DPA) and "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR).

*Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.*

*Article 9 (GDPR) condition: For substantial public interest on legal basis.*

We use your data:

- to support your learning;
- to monitor and report on your progress towards meeting the Teacher standards;
- to provide appropriate care and guidance;
- to assess the quality of our services; and
- to comply with the law regarding data sharing.

We may also receive information from previous school, local authority, the Department for Education (DfE), Teacher Regulation Agency with regard to your induction year.

**Note:** Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

## The categories of trainee information that we collect, hold and share include:

- Personal information (such as name, date of birth, teacher reference number)
- Sickness absence / Training attendance information (such as CPD sessions attended, sickness absences etc).

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register [here](#) and view our entry using registration number **ZA370616**

## Collecting information

Whilst the majority of information you provide to us is mandatory, some of it could be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.



### **Storing trainee data**

We hold trainee registration and induction year information for no longer than is necessary. We follow the Records Management Society's Retention Guidelines for Schools. In accordance with DfE guidance [para 2.59](#) we will retain assessment reports as the appropriate body for a minimum of six years. Trainees are advised to retain the original copies of their own assessment reports.

### **Who do we share trainee information with?**

We share trainee information with:

- Schools in which trainees are completing their placements;
- Governing Bodies (on request pending an investigation)
- the Department for Education (DfE);
- the Teacher Regulation Agency;
- in the event of an appeal – the Appeals Body (Teaching Regulation Agency)

### **Why we share trainee information**

We do not share information about trainees with anyone without consent unless the law and our policies allow us to do so.

We share trainee information with the Department for Education (DfE) and the Teacher Regulation Agency on a statutory basis.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education and Teacher Regulation Agency go to

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/696428/Statutory\\_Induction\\_Guidance\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696428/Statutory_Induction_Guidance_2018.pdf)

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted access to information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:



## Quayside Teaching School Alliance School Direct Trainees Privacy Notice



<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

To contact the DfE, please visit: <https://www.gov.uk/contact-dfe>.

### **Requesting access to your personal data**

Under data protection legislation, trainees have the right to request access to information about them that we hold. To make a request for your personal information please contact Wendy Mar, School Business Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

- Wendy Mar, School Business Manager
- **Data Protection Officer (for Schools)**  
Corporate Services and Governance,  
Gateshead Council,  
Civic Centre,  
Regent Street,  
Gateshead,  
Tyne & Wear,  
NE8 1HH.

Tel No: (0191) 433 2113

Email: [DPO@Gateshead.Gov.UK](mailto:DPO@Gateshead.Gov.UK)