

## Privacy Notice (How we use your information)

### Kirklees & Calderdale SCITT

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

- Personal information (such as name, date of birth, qualifications, relevant medical information, DBS, telephone number, email address and home address)
- Characteristics (such as gender, ethnicity and disability)
- Assessment Information (such as progress grades, placement phase and school, subject and employment destination)

#### Why we collect and hold this information

We use this personal data in order to:

- Contact you with relevant information about Initial Teacher Training
- Provide you with Initial Teacher Training
- Provide you with the support you need to in order to achieve Qualified Teacher Status
- Enable us to carry out specific functions for which we are responsible
- Assess the quality of our services
- Evaluate and improve our performance
- Derive statistics which inform decisions about future delivery of services

#### The lawful basis on which we use this information

We collect and process information about you under Article 6(1) (a), (b) &(e) of the GDPR:

**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(e) Public Task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

We collect and process special category information about you under Article 9(2) (a), (b) & (g) of the GDPR:

- (a) Explicit consent**
- (b) Employment, social security and social protection (if authorised by law)**
- (g) Reasons of substantial public interest (with a basis in law)** in accordance with paragraphs 6, 12 & 18 of Part 2 Schedule 1 of the DPA 2018

**THIS GUIDANCE IS CORRECT AT THE TIME OF WRITING BUT IS SUBJECT TO CHANGE –AMENDMENTS WILL ALSO BE MADE AS AND WHEN REQUIRED.**

Approved – 13<sup>th</sup> April 2021  
To be reviewed - Mar 2022

### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 7 years in order to comply with statutory requirements.

### **Who we share this information with**

We routinely share this information with:

- Other services within Kirklees Council
- National government department e.g. Department for Education
- Other partners – Student Finance England, University of Huddersfield School Of Education and Library services, NASBTT, Ofsted, Partner schools\* and their mentors / ITT Coordinators / Head teachers, Teacher Regulation Agency, Visiting Tutors.
- We may share your email address with other trainees on the cohort to enable full access to online platforms such as Microsoft Teams.

*\* Partner Schools Definition: any Kirklees or Calderdale Local Authority school plus those schools outside the Kirklees and Calderdale Local Authority which opt to host trainee teachers who have chosen to train via the SCITT*

### **Why we share this information**

We share information with the above organisations on a statutory basis, under The Education (School Teachers' Qualifications) Regulations 2003. This is in order to be compliant with statutory guidance relating to ITT.

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

### **Further information**

If you would like further information about how we manage your data, please see the Kirklees Council privacy notice [Kirklees Council privacy notice](#)

If you would like further information about this privacy notice, please contact:

[teacher.recruitment@kirklees.gov.uk](mailto:teacher.recruitment@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

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