

Privacy Notice: Coombe Academy Trust : Kingston Teaching School Alliance

Who is collecting information?

For the purpose of data protection legislation, the Coombe Academy Trust is the data processor for the personal data processed as part of the Coombe Academy Trust Teaching School Programme. This means it is in charge of personal information about the Initial Teacher Training Trainees

The postal address of the Coombe Academy Trust is:

Coombe Girls' School, Clarence Avenue, New Malden, Surrey. KT3 3TU

If you want to contact the Coombe Academy Trust about your personal information you can contact the Coombe Academy Trust Data Protection Officer, Mrs Suzanne Dwyer. You can speak to her directly in school, leave a letter at Reception or send one, by post, or email dataprotection@coombe.org.uk.

In this policy 'we', 'us' and 'the Trust' mean the Coombe Academy Trust.

What information is collected?

The categories of information that the Coombe Academy Trust collects, holds and shares includes:

- Personal information (such as participant name, date of birth, contact details, participant email address, home address, home phone number, next of kin, special information such as dietary requirements.)
- Professional Personal information (such as Teacher TRN number and subjects taught.)
- Attendance information (such as sessions attended, absences)
- Placement and Programme Evaluation

Why is information being collected?

The Coombe Academy Trust has a legal basis for collecting data where:

- It is under a legal obligation to collect the information or the information is necessary for it to meet legal requirements imposed upon it, such as fulfilling our contract with the Initial Teacher Trainees.
- It is necessary for the Coombe Academy Trust to hold and use ITT information for the purposes of its functions in providing training and support.
- Consent is not required where our collecting and processing of data is covered by the above legal bases which apply to most of the data we process. However, if at any time it appears to us that we would need consent then this will be sought before collection is made.

How is the information collected?

Application Form and Personal details form

In order to comply with the General Data Protection Regulation, we must advise you that the majority of information you provide to us is mandatory, however, some of it is provided to us on a voluntary basis (such as completing course evaluation forms) and this is indicated at the time of collection but is used only for quality assurance purposes.

How will the information be used?

We use this personal information to:

- to book participants on to training courses and send out booking information and training material to partner schools
- to book participants on to subject network meetings and send out agendas and meeting minutes.
- to produce session registers and evaluation forms
- to produce lists of ITT delegates (please note the list of all delegates will be shared with all partner schools)

- to send billing information and invoices for course attended where a charge is incurred.
- to communicate marketing information about upcoming training courses.
- to support our ITT programme training programme
- to monitor and report on our ITT's progress
- to comply with the law regarding data sharing.

Who will the information be shared with?

In its operation as data controller, the Coombe Academy Trust works with other providers as data processors. We do not share information with anyone without consent unless the law and our policies allow us to do so. We may share participants' data with external training providers and the Department for Education (DfE), government departments, local authorities and other public bodies and providers to comply with our legal obligations and in the interests of providing education and training, safeguarding and pastoral care. Personal data may be shared with these providers to enable them to perform specific functions as part of the administration of the programme.

The Coombe Academy Trust is jointly responsible for how these providers use your data and therefore the Coombe Academy Trust ensures that the providers understand that they need to comply with data protection laws and the Coombe Academy Trust policies.

The Coombe Academy Trust 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 Coombe Academy Trust 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 trainee 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.

Our disclosure of your personal data is lawful for the following reasons:

- In order to carry out our public interest duties from Article 6 from the GDPR – May 2018
- To carry out the obligations of and legitimate interests of the school under Article 9 from the GDPR – May 2018
- The Coombe Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing education and training. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide you with education and pastoral care and connected purposes as outlined above.

How long we keep your information

We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed. Please note that, under Data Protection legislation and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely.

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

Your rights

You have the following rights under the data protection laws:

- 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 or you can ask Mrs Suzanne Dwyer. 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