



Saffron
Teaching School
Hub

Data Protection: Privacy Notice

Privacy Notice for Early Career Teachers (ECTs) designated and affiliated with the Saffron Teaching School Hub (Lead School: Saffron Walden County High School, Data Protection Lead: Polly Lankester).

The personal data we may hold

Personal data that we may collect, use, store and share (when appropriate) about ECTs includes, but is not restricted to:

- Contact information, date of birth, TRN (Teacher Reference Number);
- Qualifications and employment records including work history, job titles, working hours, training records.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract that we have with you;
- Fulfil a contract with other stakeholders for you to deliver activity on behalf of the Saffron Teaching School Hub;
- In the public interest as an organisation carrying out school improvement under our designation as a Teaching School Hub.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Saffron Teaching School Hub's use of your data.

How we store this data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access, alteration or disclosure, we have put in place suitable physical, electronic and organisational procedures to safeguard and secure the data we receive and process during your designation. We maintain electronic copies of your data. The information contained in this file is kept secure and is only used for purposes directly relevant to the work of the Saffron Teaching School Hub.

Updating information

Please let us know if the personal information that we hold about you needs to be corrected or updated.

Retention of data

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes which relate to the time of your designation, and the period of time in which our activity in relation to the Teaching School Hub grant funders, is evaluated, reported and audited.

Your rights: how to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that Saffron Teaching School Hub holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact us (see Contact Us below).

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us (see Contact Us below).

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact us (see Contact Us below).

Alternatively, you can make a complaint to the Information Commissioner's Office: report a concern online at <https://ico.org.uk/make-a-complaint/> - call 0303 123 1113 - or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us at tshubadmin@swchs.net .