

## **Privacy Statement (How we use your information)**

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### **Introduction**

**Leading Learning Forward Teaching School Alliance (TSA)** office is based at St Hugh's School (A National Teaching School), Bushfield Road, Scunthorpe, North Lincolnshire DN16 1NB.

The school is the lead partner organisation for the TSA and works in close association with The Humber Teaching School as well as North Lincolnshire Council and North East Lincolnshire Council.

This privacy notice is to let you know how we promise to look after your personal data. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

You can find out more about us at [www.leadinglearningforward.org.uk](http://www.leadinglearningforward.org.uk)

If you have any questions or want more details about how we use your personal data, please let us know. See the **how to contact us** section below for all the different ways you can get in touch.

### **The categories of school and personal information that we process include:**

- personal information (such as name, contact information and teacher number)
- characteristics information (such as gender, age, ethnic group)
- role titles, qualifications and, where relevant, subjects taught
- communications: what we learn about you from letters, email, and conversations between us
- usage of data: how you use our services
- documentary data: details about you that are stored in documents in different formats, or copies of them

#### **Special types of data**

The law and other regulations treat some types of personal data as special. We will only collect and use these types of data if the law allows us to do so:

- Employee data and gender - for application and recruitment purposes.

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### **Consents**

- Any permissions, consents or preferences that you give us.

### **What types of personal data do we use?**

We use many kinds of personal data, and group them together like this. Data we collect when you use our services and facilities:

- Payment and transaction data
- When you purchase or use our services
- When you apply for a refund
- When you talk to us on the phone, online or in person
- When you use our website
- In emails and letters
- In customer surveys
- Information you provide to us by filling in forms on our site
- Through the recruitment and application processes

This list is not exhaustive, to access the current list of categories of information we process please see our current terms and conditions and relevant programme privacy notices, which are posted on our website and on our application forms.

### **Why we collect and use this information**

We use applicant information and data to:

- a) enable us to maintain a contact list of anyone attending our events
- b) enable the development of a comprehensive profile of event and programme attendance
- c) inform the development of marketing and recruitment policies
- d) enable the correct payment and invoicing of schools and individuals following attendance at our events and programmes

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are collecting and using personal information for general purposes from Article 6, and from Article 9 where data processed is special category data from the GDPR (from 25 May 2018).

### **How do we use your data?**

Data Protection law says that we can use personal data only if we have a proper reason to do so. This includes sharing it outside St Hugh's School. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you
- When it's our legal duty
- When it's in our legitimate interest
- When you consent to it.

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Below is a list of all the ways that we may use your personal data, and which of the reasons we rely on to do so. Our legitimate interests are also below.

### **Serving your needs and using your data**

We use your data to enable us to undertake the running of the TSA in an efficient and proper way. This includes managing our business capability, financial position, communications, governance, planning, and audit.

What we use your personal data for:

- To deliver our services
- To manage our relationship with you or your organisation
- To develop new ways to meet our a needs and to grow the work of the TSA
- To develop and carry out marketing activities
- To study how our customers use our services
- To market our services

Our reasons:

- Your consent
- Fulfilling contracts
- Our legitimate interests
- Our legal duty

Our legitimate interests:

- Keeping our records up to date
- Working out which of our services may interest you and telling you about them
- Developing services, and what we charge for them
- Defining types of customers for new services
- Seeking your consent when we need it to contact you
- To provide you with information relating to events and meetings
- As an active customer to keep you informed about our latest offers, events and programmes
- Being efficient about how we fulfil our legal and contractual duties

A legitimate interest is when we have a legitimate reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

### **Collecting personal information**

We collect personal information via application forms, website analytics, e-mails and communciations to, from and with the TSA office. Personal data is essential for the operational use of the TSA's programmes and events. Whilst the majority of personal information you provide to us may be mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether

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you are required to provide certain information to us or if you have a choice in this.

### **Storing applicant information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit: [www.leadinglearningforward.org.uk](http://www.leadinglearningforward.org.uk)

St Hugh's National Teaching School (Lead School: LLF TSA) will store all the personal information you provide [on its secure servers]. St Hugh's National Teaching School (Lead School: LLF TSA) will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information

### **Who we share data with**

We do not share personal data with any individual or commercial organisation other than the Department for Education (DfE).

We do routinely share statistical summaries, excluding personal data, with the Department for Education (DfE) and our Teaching School Alliance partners for the purpose of understanding the success, reach and outcomes of our events and programmes.

### **What happens if you choose not to give us your personal data?**

We may need to collect personal data by law, or under the terms of a contract we have with you. If you choose not to give us this personal data, it may delay or prevent us providing our services to you. For example, not providing an email address would prevent us from providing you with the joining instructions for an event.

Sometimes we might ask for information that is useful for us to know but is not required by law or a contract. When this is the case, we will make this clear by marking it as optional. You do not have to provide these extra bits of information, and your decisions will not prevent us providing you with our services.

### **How do we use your data for marketing?**

We may use your personal data to tell you about our relevant services and offers. This is what we mean when we talk about 'marketing'. We may also use your data to help create a profile to find potential customers like you.

We will send you marketing based on what you tell us about yourself, data we collect when you use our services. We use this information to get a view on what we think would interest you the most.

We will only send you marketing messages if we have either your consent or a legitimate interest. This is when we have a legitimate reason to use your information that does not unfairly go against what is right and best for you.

You can ask us to stop sending you marketing messages by contacting us at any time. Whatever you choose for marketing, you'll still receive service messages, such as booking confirmations and event changes.

## **Why we share applicant information**

We do not share information about any individual or group of applicants with anyone without consent unless the law and our policies allow us to do so.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information with the Department for Education (DfE) for the purpose of those data collections, when requested by the National Teaching Schools Council.

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

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

TSA Administrator  
Leading Learning Forward TSA  
Bushfield Road  
Scunthorpe  
North Lincolnshire  
DN16 1NB

Telephone: 01724 842960  
E-mail: [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk)

If you do, we will take reasonable steps to check its accuracy and correct it. 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
- a right to seek redress, either through the ICO, or through the courts

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

## **How to contact us**

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

TSA Administrator  
Leading Learning Forward TSA  
Bushfield Road  
Scunthorpe

## **Leading Learning Forward Teaching School Alliance (TSA) at St Hugh's National Teaching School, Bushfield Road, Scunthorpe, North Lincolnshire DN16 1NB**

North Lincolnshire  
DN16 1NB

Telephone: 01724 842960

E-mail: [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk)

Or you can contact our data controller:

Business Manager  
St Hugh's National Teaching School  
Bushfield Road  
Scunthorpe  
North Lincolnshire  
DN16 1NB

Telephone: 01724 842960

E-mail: [businessmanager.sthughs@northlincs.gov.uk](mailto:businessmanager.sthughs@northlincs.gov.uk)

### **How Government uses your data**

The data that we lawfully share with the DfE through data collections:

- informs departmental policy on teaching school grant funding as well as the monitoring and evaluation of the effectiveness and national teaching schools and teaching school alliances
- links to teaching school funding and expenditure
- supports 'longer term' research and monitoring of educational policy development

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **Sharing by the Department**

The Department may share information about our work with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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

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- 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 securely store and handle the data

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

To contact the department: <https://www.gov.uk/contact-dfe>

### **Updating this statement**

St Hugh's National Teaching School (Lead School: LLF TSA) may update this privacy policy by posting a new version on this website. You should check this page occasionally to ensure you are familiar with any changes.

### **Other websites**

This website contains links to other websites. St Hugh's National Teaching School (Lead School: LLF TSA) is not responsible for the privacy policies or practices of any third party.

**Date of Privacy Notice:** 24 May 2018

