

Privacy Notice – Salaried trainees
Who is collecting the data? <i>Turton School (bachc@turton.uk.com)</i>
The categories of information that we process include: We collect personal data you provide to us for the purpose of assessing eligibility for School Direct (salaried) and Postgraduate Teaching Apprenticeship funding. This includes: <ul style="list-style-type: none"> • Personal identifiers and contacts (including name, contact details date of birth and address) • Characteristics (including gender) • Information relating to your education and career (including Career status, Degree subject, Degree class and University) • Information relating to your employment (including the employment contract with your employing school) • Payment information (including bank account details) • Relevant information required to enable us to assess your eligibility against the criteria stated in the relevant funding manuals.
Purpose of the processing and legal basis for the processing: We collect and use your information to process School Direct (salaried) and Postgraduate Teaching Apprenticeship funding and administer the scheme. We will share your personal data with The Department of Education (“DfE”) who may retain and use your information for the purposes of monitoring and assuring the School Direct (salaried) and Postgraduate Teaching Apprenticeship funding provided. The legal basis for the DfE processing this data is that such processing is necessary for the Department to perform a task in the public interest pursuant to Section 14 of the Education Act 2002.
Consent to certain processing activities: Not applicable
Who we share your information with: We will share the following information with the Department for Education (“DfE”) who is a joint controller of that data, with respect to their monitoring and assurance processes:

- Identification, e.g. driving licence or passport
- ITT subject, e.g. registration form or offer letter
- Withdrawal, e.g. withdrawal form, email correspondence or SLC change of circumstances form
- Degree classification, e.g. degree certificate or transcript
- Employment and funding region, e.g. employment contract
- Payments, e.g. transaction report or bank statements
- Completion, e.g. final course assessment or ratified board minutes.

This list is not exhaustive, and all evidence must be identifiable against the relevant trainee.

The Department also reserve the right to ask for explanations of any variances while reviewing the submitted data and documents.

DfE's Data Protection Officer can be contacted as follows:
Emma.WHARRAM@education.gov.uk

Department for Education, Rivergate, Bristol BS1 6ED

When we share your data with DfE this is pursuant to a data sharing agreement between us. Under that agreement we are the point of contact for any queries or requests you have in respect of your data. The agreement sets out the purposes for which we and DfE may process and share your personal data (such purposes being as notified to you in this notice) and our agreement to cooperate to protect your personal data and deal with any requests you may have.

Retention period:

Your personal data may be kept by us for the period as detailed in our retention policy and by DfE for seven years as retention and progression are of prime interest to DfE.

We or DfE may need to keep your personal information for a longer period if there is sufficient cause. We or DfE will put in place necessary measures to safeguard this information.

International transfers:

The data you provide will not be transferred outside the European Economic Area.

Your rights:

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

information, contact ***bachc@turton.uk.com***

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

Complaints:

If you have a concern or complaint 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/>