

Chorus Education Trust

STSA NQT Appropriate Body Privacy Notice

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Privacy Notice For Sheffield Teaching School Alliance (STSA) Appropriate Body Newly Qualified Teachers (NQTs)

Under data protection law, individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals using our service as an Appropriate Body for NQT induction.

We, Chorus Education Trust are the 'data controller' for the purposes of data protection law.

Our data protection officer is Toby Wilson (see 'Contact us' below).

Our Use Of Your Data

The personal data we hold

We process data relating to those using our service as Appropriate Body for NQTs. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth
- Teacher reference number
- Details of current and previous inductable school employment; including schools, subjects/phase/year groups taught, employment start dates, working pattern, work email address.
- Details of teaching qualifications; including date QTS awarded, training provider and QTS route.

Why we use this data

We use this data to:

- maintain accurate records
- provide the service of Appropriate Body for NQTs
- meet the legal requirements for provision of NQT induction

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 we have entered into with you
- Comply with a legal obligation

- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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

Collecting this information

While the majority of information we collect from you is mandatory, there may be some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in line with our data protection policy. We create and maintain a file for each NQT inductee. The information contained in this file is kept secure and is only used for purposes directly relevant to your NQT induction and provision of the Appropriate Body service.

Once your NQT induction period has ended, we will retain this file for at least 6 years, in compliance with our legal requirements, and delete the information in it in accordance with our record retention schedule.

To request a copy of our record retention schedule/records management policy, please email the Trust's Business Manager c/o info@chorustrust.org

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- The Department for Education – to meet our legal obligations to share certain information regarding for NQT induction
- The regulator Ofsted – to meet our legal obligations to share certain information under their framework
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as the NQT Manager website

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 the school 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 our data protection officer.

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 our data protection lead (Business Manager).

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 our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- 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 our data protection officer Toby Wilson [EduDataPro] who is contactable via dpo@edudatapro.com