



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**



**KING EDWARD'S  
CONSORTIUM**

## **Privacy Notice for King Edward's Consortium Trainee Teachers**

<b><i>Responsible Board</i></b>	Academy Trust Board
<b><i>Policy Officer</i></b>	Risk and Compliance
<b><i>Last Review</i></b>	May 2023
<b><i>Next Review</i></b>	May 2024
<b><i>Version</i></b>	2

## Aim of this privacy notice

The Academy Trust is committed to protecting the privacy and security of your personal data. This privacy notice applies to SCITT and School Direct applicants, trainees, and former trainees and describes how we collect and use personal data about you during your time with us.

The Academy Trust aims to ensure that all data collected about staff, pupils, parents, trainee teachers and visitors is collected, stored and processed in accordance with the UK GDPR. This applies to all data, regardless of whether it is in paper or electronic format.

This privacy notice uses the following definitions:

Term	Definition
Personal data	Information that relates to an identified or identifiable individual. This may include information from which you may be directly identified (such as your name) or information, that together with other information, can be put together to identify you.
Special category personal data	This is a sub-set of personal data that includes information revealing racial/ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life, sexual orientation, genetic and biometric data used for identification purposes.
Criminal offence data	This is personal data relating to criminal convictions and offences or related security measures.
Processing	This means anything that we may be doing with your personal data, such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.
Data subject	The person whose personal data is processed.
Controller	A controller is a person or organisation that determines the purposes and means of processing personal data.
Processor	A processor is a person or organisation that processes personal data on behalf of a controller.

## Who we are:

King Edward's Consortium (accredited name: King Edward VI Academy Trust Birmingham SCITT) ('KEC') is part of the King Edward VI Academy Trust Birmingham (the 'Academy Trust').

The entities within the Academy Trust are:

- King Edward VI Aston School;
- King Edward VI Balaam Wood Academy;
- King Edward VI Camp Hill School for Boys;
- King Edward VI Camp Hill School for Girls;
- King Edward VI Five Ways School;
- King Edward VI Handsworth School for Girls;

- King Edward VI Handsworth Grammar School for Boys;
- King Edward VI Handsworth Wood Girls' Academy;
- King Edward VI Lordwood School for Girls;
- King Edward VI Northfield School for Girls
- King Edward VI Sheldon Heath Academy and
- King Edward's Consortium.

For the purposes of the United Kingdom General Data Protection Regulation ('UK GDPR') and Data Protection Act 2018, the Academy Trust is the controller of your personal data.

The Academy Trust is sponsored by the Schools of King Edward VI in Birmingham (the 'Foundation') a Charity registered at Foundation Office, Edgbaston Park Road, Birmingham B15 2UD. The Foundation and Academy Trust share resources and act in accordance with their Data Sharing Agreement.

If you want to contact us about your personal data in the first instance, you can contact your Data Protection Lead, the Director of Initial Teacher Training ([office@teachkec.org.uk](mailto:office@teachkec.org.uk)).

The Data Protection Officer for the Academy Trust is Tim Hasker (Head of Risk and Compliance). Any correspondence can be sent to:

- email: [dataprotection@ske.uk.net](mailto:dataprotection@ske.uk.net);
- telephone: 0121 472 1147; or
- post: Foundation Office, Edgbaston Park Road, Birmingham B15 2UD.

In this notice 'we' and 'us' means the Academy Trust and 'trainee' applies to SCITT (fee-paying) and School Direct (salaried) applicants, trainees and former trainees.

### What personal data do we process?

The type and amount of personal data we collect and hold depends on the purpose for which it is being provided and processed and will include:

- **Personal details and key identifiers:** Names, address, telephone numbers, email address, gender, date of birth, dietary preferences and nationality.
- **Recruitment information:** for example, information provided in your application including qualifications, CV, references, tests, interview notes, proof of your right to work in the UK.
- **Records relating to your engagement as a trainee:** this may include progress records including reports, weekly/interim trainee reviews, trainee files, assignment mark sheets and records of school visits, subject knowledge enhancement, disciplinary and grievance information, references for teaching posts.
- **Next of kin contact details and emergency contact numbers.**
- **For fee-payers in receipt of a bursary/scholarship:** bank account details, bursary/scholarship payment information.
- **For salaried trainees:** information relating to your salary, pension and benefits information.
- **Department for Education Teacher Reference Number (TRN).**
- **Images:** Images, audio and video recordings, including those captured on the CCTV systems in place at our academies. For more information, please refer to our CCTV policy.

We also process special category personal data and criminal offence data. This type of data is given special protection under data protection law due to its sensitive nature.

We routinely process the following types of special category personal data about you:

- Information revealing racial / ethnic origin (specifically we collect information about ethnicity for diversity monitoring purposes).
- Information relating to your health and wellbeing (including details of disabilities and medical conditions, health and sickness records, and details of accidents in the workplace).
- Biometric data used for identification purposes in the form of thumb/handprints to allow access to school buildings and to the KEC Training Centre.

In addition, we may also collect and use information about criminal offences (such as information about criminal convictions or allegations) but only where the law permits, for example where we are required by law to carry out pre-employment checks and DBS checks.

### **How we obtain your personal data**

We collect personal data about you from the following sources:

- **Directly:** We collect personal data that you provide to us, this includes information you provide when applying to join KEC, during the course of our working relationship with you (such as when you communicate with us about taking time off), and after you end your relationship with us (for example, if you contact us to ask for a reference).
- **Third parties or publicly available sources:** We may also receive personal data from third parties and public sources. This may include:
  - Your former employer(s) (during the recruitment process);
  - Internal and external referees;
  - Higher Education Institutions;
  - Department for Education;
  - Occupational health service provider;
  - Student Finance England;
  - Disclosure and Barring Service;
  - The Home Office;
  - Subject knowledge enhancement (SKE) providers;
  - King Edward's Consortium schools.

Please note, where we need to collect personal data by law or in order to perform the contract we have with you and you fail to provide that data when requested, we may not be able to meet our legal obligations or perform the contract we have or are trying to enter into with you. This may, for example, result in the termination of an offer of employment.

### **Why we process your personal data**

We process personal data of SCITT and School Direct applicants, trainees, and former trainees for a range of purposes related to the efficient running of the training programme, (in some cases) employment, and compliance with our legal obligations. Specifically, we process your personal data to:

- Assess suitability for teacher training;
- To enable us to pay you or administer grants and bursaries (as required);
- Progress applications and carry out necessary checks to allow you to attend placements in our academies;
- Run our training programme and deliver courses (including monitoring performance, delivering assessments, and making decisions about your training);
- Handle any grievance or disciplinary matters;
- Manage sickness and other absences;
- Providing support for trainees (including career support and pastoral support).
- Comply with our legal obligations, including safeguarding obligations or health and safety obligations and help us to make reasonable adjustments as needed (e.g. in case of a disability);
- To comply with our reporting obligations to the Department for Education;
- Provide references if requested;
- Promote the work of the Academy Trust;
- Pursue legal claims or defend any claims brought against us; and
- Enabling equal opportunities monitoring.

### **How we process your personal data**

We will only use your personal data when the law allows us to. In most cases, we anticipate that we will use your personal data for the following legal reasons:

1. **For contractual purposes:** where we need to process your personal data in order to perform the contract we have entered into with you or prior to entering into a contract with you.
2. **Legal obligation:** we will need to process your personal data in order to comply with our legal obligations, for tax and accounting purposes and for the prevention and detection of crime. For example, where you are undertaking a placement in a school we are required by law to carry out due diligence checks with the DBS and take up references.
3. **Legitimate interests:** we will process your personal data where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example:
  - Where we need to process your personal data in order to run the training programme lawfully, safely and efficiently, safeguard the Academy Trust's pupils, keep our property and workers safe and comply with all of our legal, educational and regulatory duties and obligations.
  - Where we need to use your personal data for reasonable business-related purposes such as obtaining insurance or seeking professional advice from a third-party professional.
  - To use images, video and audio recordings in our academies and on our website or our social media channels for reasonable purposes.
  - Where we need to disclose your personal data (details of assessment performance) to the validating partner for the training programme, the University of Birmingham, for the purposes of granting and calculating awards.

4. **Public Task:** as a public authority, the Academy Trust needs to process your personal data in order to comply with our statutory functions of operating and managing the training programme and to provide initial teacher education (**public task**).
5. **Consent:** in most cases, we will not need your consent to use your personal information. However, there are a few occasions where we either need it or choose to ask for it, for example, where we use your personal data for the purpose of direct marketing.
6. **Vital interests:** rarely, we may need to process personal data of our staff and workers to protect you or someone else's life. For example, to share information about medical conditions that you may have with a doctor or hospital in the event of an accident.

To the extent that we are processing **special category personal data** and / or **criminal offence data** we also need to identify an appropriate legal condition, as follows:

- **Legal obligations in connection with employment:** we will need to process special categories of your personal data where we need to carry out our legal obligations or exercise rights in connection with employment or contract for services (for School Direct (salaried) trainees).
- **Explicit consent:** rarely, we will process special categories of your personal data if you have given us your explicit consent but only where consent is appropriate.
- **Vital interests:** rarely, we may need to process personal data of our staff and workers to protect someone's life. For example, to share information about medical conditions that you may have with a doctor or hospital in the event of an incident or accident.
- **Reasons of substantial public interest (with a legal basis):** we will process your personal data when it is necessary for reasons of substantial public interest with a basis in law, for example: to share information with the police or social services where this is necessary in order to safeguard the welfare of our pupils; for legal and regulatory purposes such as child protection; or investigating allegations of malpractice or unfitness to work with children; diversity monitoring; health and safety etc. We have an Appropriate Policy Document in order to comply with the Data Protection Act 2018 which regulates this sort of processing.
- **Legal claims:** we may need to process special categories of your personal data in connection with legal claims such as where a complaint or legal claim is brought against you or the Trust, or in order to investigate allegations.
- **Other reasons:** less commonly, we may need to process special categories of your personal data where you have **already made this information public** or for **health or social care purposes** (with a basis in law) or for **public health purposes** (with a basis in law), for example: where information needs to be collected in response to a pandemic such as COVID-19. Where this happens, the data is handled by a health professional such as a nurse or someone who the law says must keep your information confidential.

When we collect personal data on our forms, we will make it clear whether there is a legal

requirement for you to provide it, and whether there is a legal requirement on the Academy Trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

We do not use your personal data for automated decision-making (including profiling). If that changes, we will notify you in writing.

### **If you fail to provide personal data**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you, training you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our trainees and workers).

### **When we share your personal data with others**

In certain circumstances we may pass your personal data to third parties. We will never pass your personal data unless you have allowed us to do so or we are allowed or required to do so by law. For example, we may share your personal data with:

- Student Finance England;
- Department for Education;
- University of Birmingham;
- Office of the Independent Adjudicator;
- Ofsted.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We share personal data including sensitive personal data with Consortium schools in relation to your training programme and placements.

We will disclose personal data about you to the emergency services when required for your health.

Where applicable, we share your details with your pension provider in order to make sure that you contribute the correct amount and maintain your entitlement to a pension upon your retirement.

For further details about the third parties we may share your personal data with, please see: <https://www.schoolsofkingedwardvi.co.uk/teacher-training/legal-information-and-gdpr/>

### **International transfers**

On occasion we may need to transfer your personal data outside the UK. For example, where we use third party service providers that operate outside the UK. If we do transfer your personal data outside of the UK, we will put in place appropriate legal mechanisms and safeguards to ensure that your personal data is transferred and processed in compliance with data protection law.

Any transfers of personal data outside the UK are subject to special rules under the UK

GDPR. If we do transfer your personal data outside of the UK therefore, we will put in place appropriate legal mechanisms and safeguards to protect your personal data.

If you would like more information about how we protect your personal data if it is transferred outside the UK please contact us via [office@teachkec.org.uk](mailto:office@teachkec.org.uk).

## Security

We take the security of your personal data very seriously and have put in place appropriate security measures to ensure your personal data is kept secure. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## How long we keep your data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements and, where required for us to assert or defend against legal claims, until the end of the relevant retention period or until the claims in question have been settled.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Our retention guidelines can be found in the Foundation and Academy Trust Data Protection Policy and Procedures.

## Your rights

Data protection law provides individuals with various legal rights, which may be exercised in certain circumstances. You have the following legal rights over your personal data:

- **The right of access** (commonly referred to as a “subject access request” or “SAR”): This right enables you to obtain a copy of the personal data we hold about you as well as other information about how we are processing your personal data.
- **The right to rectification**: This right enables you to require us to correct the personal data we hold about you if it is inaccurate or incomplete.
- **The right to erasure** (also known as the right to be forgotten): In certain circumstances, you have the right to request that personal information we hold about you is erased (such as where we no longer need your personal data for the purpose it was originally collected for).



- **The right to restrict processing of your personal data:** You may ask us to restrict the use of your personal data in certain circumstances (such as where you believe your personal data is incorrect and we need to verify the accurate of the personal data we hold)
- **The right to object:** You may object to our processing of your personal data in certain circumstances, such as where we are processing your personal data on the basis of “legitimate interests”. Please note, you always have the right to object to processing of your personal data for direct marketing purposes.
- **The right to data portability:** This right allows you to request that we transfer your personal data to you or another third party in a commonly used, machine-readable format. Please note, this right only applies to automated information that you initially provided consent for us to use or where we used the information to perform a contract with you.
- **The right to withdraw consent:** Where we are relying on your consent to process your personal data, you have the right to withdraw your consent at any time, and may do so by contacting us via [office@teachkec.org.uk](mailto:office@teachkec.org.uk). If you decide to withdraw your consent, that does not mean that our use of your personal data before you withdrew your consent is against the law.

Please note, some of your legal rights are subject to safeguards, limitations or exemptions.

If you wish to exercise your rights, please contact us via [office@teachkec.org.uk](mailto:office@teachkec.org.uk) and we will respond within the time limits set out in data protection law.

## Complaints

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Lead in the first instance.

If you are not satisfied with the handling of your issue, you may raise a complaint with the Information Commissioner’s Office, which regulates and enforces data protection law in the UK.

Details of how to do this can be found at <https://ico.org.uk/make-a-complaint/>.

## Changes to this privacy notice

This privacy notice was published on 24<sup>th</sup> May 2023. We will update and change this privacy notice from time to time to reflect changes to the way we handle your personal data or changing legal requirements. Any substantive changes we may make to our privacy notice in the future will be communicated and made available via the Academy Trust website.