

Privacy (Fair Processing) Notice **For Users of Hull Collaborative Teaching School (HCTS)**

At Hull Collaborative Teaching School (HCTS), we are committed to protecting and respecting your privacy. This notice is to help you to understand how and why we collect personal information about you, and what we do with that information. It also explains the decisions you can make about your own information.

1. What is personal information and why do we collect it

Personal information is any information that relates to you and identifies you as an individual. It includes your contact details, next of kin and financial information, but also includes, but is not limited to, all the following information:

- Your name and address, your email address, IP address, telephone information, previous educational information about you, including data on progress and achievement.
- We also collect information relating to your characteristics such as ethnicity, language, nationality, and country of birth
- Attendance information such as sessions attended and absences
- Assessment information
- CCTV, photos and video recordings of you are also personal information.

We may also hold information about users which we have received from other organisations including schools, Local Authorities and the Department for Education (DFE)

2. Why do we collect and use your Personal information?

The teaching school has a legal right to collect and use personal information relating to users. We use that information to meet the legal obligations on us, and the legitimate interests set out in the GDPR (General Data Protection Regulations) and UK law, in particular the following:

- Article 6 and Article 9 of the GDPR

In accordance with these laws and regulations, the personal data of users is collected and used for the following reasons:

- To Provide you with information about courses and programmes to support your CPD (Continual Professional Development), providing you agree to receiving such information
- To monitor and report on progress
- To assess and provide adequate support
- To assess how well we are meeting our obligations and the needs of our users
- To comply with the laws on data sharing
- Carry out research
- To audit usage of our website/service(s)
- To assist with strategic development

We collect and use your personal data when the law allows us to. This is generally where

- a) We need to comply with a legal obligation
- b) We need it to perform an official task in the public interest.

Less commonly we may have to process personal information in situations where

- a) We have obtained consent to use it in a certain way, or
- b) We need to protect the individual's vital interests or those of someone else

In order to comply with the GDPR, when collecting data, the teaching school will inform you whether you are required to provide this data or whether it is voluntary, and your consent is needed. If consent is required, we will explain clearly why the data is being collected and how we will use it.

3. Will we share your information with anyone else?

We do not share information about our users with anyone without consent, unless the law and our policies allow us to do so. The teaching school is required to share data with the DFE (Department for Education) as part of statutory data collections. This data sharing underpins teaching school funding and monitoring. It is held in electronic and on occasion paper format for statistical purposes and is securely collected from a range of sources including yourself, schools, local authorities and awarding bodies.

The DFE may share information about our users with third parties who promote education by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DFE has robust processes in place to ensure the confidentiality of any data shared is maintained, and there are stringent controls in place regarding access and use of the data. Decisions on whether the DFE releases data to third parties is subject to strict approval and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of the data
- The arrangements in place for storage and handling of the data

For more information on the DFE's data sharing process please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> to contact the DFE go to <https://www.gov.uk/contact-dfe>

HCTS routinely shares users' information with the following:

- The DFE
- Finance organisations
- Professional advisors and consultants
- Police, Courts and tribunals
- Professional bodies
- Schools

4. For how long is your data stored ?

Personal data relating to users of HCTS is stored in line with the HCAT GDPR Data Protection Policy. We will keep your information for as long as we need to provide a service to you. We will also keep some information after you have left our teaching school in case that information may be needed to deal with a complaint or legal claim. In accordance with the GDPR, the teaching school will only store data for as long as is necessary to complete the task for which it was originally collected.

5. What are your rights?

From 25th May 2018, the GDPR gives you some new rights in addition to the current existing rights that you have. You will have the right to:

- Make a Subject Access Request to gain access to personal information that the teaching school holds about you.
- Be informed about how HCTS will use your personal data
- Request access to the personal data that we hold and ask for a copy
- Ask us to explain who the information has, or might be shared with
- Request that your personal data is amended if it is inaccurate or incomplete
- Ask that your personal data is erased where there is no compelling reason for it to still be held
- Ask us to send you or another organisation certain information about you
- Object to your personal data being processed if that is likely to cause or is causing damage or distress
- You can object to your information being used to send direct marketing
- Where the processing of your data is based on your consent, you have the right to withdraw that consent at any time.

6. To contact us

If you would like to make a request or exercise any of these rights, if you need any further help or if you have any questions relating to this document, please contact Mr Tim Horne who acts as the teaching school's representative with regard to its data protection responsibilities by email to DPO@hcat.org.uk.

Alternatively, you can write to him at Hull Collaborative Teaching School, C/o The Marvell College, Barham Road, Hull, HU9 4EE.