



Privacy Notice

(How we use your information – trainees and partners)

Under data protection law, individuals have a right to be informed about how NELTA 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 we employ, or otherwise engage, to work with us.

We, Beacon Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted at: data@beaconacademytrust.co.uk

The personal data we hold

We process data relating to those we employ, engage as trainees or otherwise engage, to work with network of partner schools and/or teacher training provision (NELTA). 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, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV, cover letter or as part of the UCAS application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records



Why we use this data

The purpose of processing this data is to help us run our provision, including to:

- Register trainee teachers (and generate unique Teacher Reference Numbers) on the DfE Trainee Teacher Portal
- Ensure compliance with the DfE ITT compliance criteria
- Complete DfE grant audit assurance processes including external audit and annual certification of expenditure and any sampling carried out as part of the funding stream
- Enable trainees to be paid a salary or possible bursary/scholarship depending on programme and eligibility
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils and partner schools
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce/trainee data across the sector
- Support the work of NELTA SCITT across the partnership

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 our use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is 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 training files for each trainee teacher. The information contained in this file is kept secure and is only used for purposes directly relevant to your training.

Once your training with us has ended, we will retain this file and delete the information in it in accordance with our Data Protection Policy.

Retention periods are in line with the periods stated below:

Type of Record	Minimum Retention Period	Location	Reason for Length of Period
APPLICATIONS, ADMISSIONS & INDUCTION			
Records documenting the handling of enquiries from prospective students	Current Academic Year + 1 year	NELTA office	Good practice
Records documenting the handling of applications for admission: unsuccessful applications	Current Academic Year + 1 year	NELTA office	Good practice
Records documenting the handling of the clearing process	Current Academic Year + 1 year	NELTA office	Good practice
Records documenting the administration of induction programme and events for new students	Current Academic Year + 1 year	NELTA office	Good practice
GENERAL STUDENT FILES COLLATED DURING ACADEMIC CAREER			
Facts of registration and academic performance (dates of study, progression, programme of study, marks, final award etc)	Perpetuity	NELTA office	Provision of references and confirmation of registration/final award etc.
Full student records, including documents relating to application/admission; academic achievements and conduct; transfer, withdrawal or termination of studies;	10 years for personal and academic references.	NELTA office	Permits provider to provide references for a reasonable length of time. Also, limitation period for negligence.
Records documenting the handling of individual students' requests for statements of results/transcripts and third party requests for confirmation of student status etc.	Last action on request + 1 year	NELTA office	Good practice.



PROGRAMME & EXAMINATION ADMINISTRATION (inc Work/Study Placements)			
Class/Tutorial lists & Schedules for submitting/marking work.	Current Academic Year	NELTA office	Good practice.
Records documenting individual students' attendance, and submission of coursework.	Current Academic Year + 1 year	NELTA office	Good practice.
Documents referring to coursework marks/grades and assessment.	Completion of studies + 1 year	NELTA office	Good practice.
Records documenting organization of students' work/study placements	Completion of studies + 1 year	NELTA office	Good practice.
Records documenting organization of final assessment period (inc. special arrangements); attendance at final assessment; handling of impaired performance claims; collation and notification of results.	Current Academic Year + 1 year	NELTA office	Good practice.
Pass Lists/Award Lists	Perpetuity	NELTA office	Formal record, forms part of archive.
STUDENTS' ACADEMIC WORK			
Coursework (including assignments & reports)	Current Academic Year + 1 year	N/A	(NB. In the event of an appeal, or a request from an examiner, it will be our responsibility to provide the coursework for consideration.)
DISCIPLINE, APPEALS AND COMPLAINTS			
Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years.	NELTA office	Limitation period for negligence.
Records documenting the handling and results of academic appeals by individual students.	Last action on case + 6 years.	NELTA office	Limitation period for negligence.
Records documenting the handling of formal complaints made by individual students.	Last action on case + 6 years.	NELTA office	Limitation period for negligence.
Records documenting the handling of complaints made by individual students where formal complaints procedure is not initiated.	Last action on case + 3 years.	NELTA office	Good practice.



GRADUATION CEREMONIES			
Records documenting the organization of award ceremonies	Completion of ceremony + 1 year	NELTA office	Good practice.
Records documenting the production, collection and mailing of award certificates.	Completion of ceremony + 1 year	NELTA office	Good practice.
MISCELLANEOUS			
First Destination Surveys: Individual responses.	Completion of analysis of destination data for DfE	NELTA office	Good practice.



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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Trustees
- Our regulators – Ofsted, Regional Schools Commissioners Office
- Suppliers and service providers – *to enable them to provide the service we have contracted them for, such as payroll*
- Financial organisations
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Examining bodies
- Health and Safety Executive
- Your next of kin

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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 NELTA 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 officer.

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

If you would like to discuss anything in this privacy notice, please email data@beaconacademytrust.co.uk or write to:

The Data Protection Officer,
Beacon Multi Academy Trust,
Beal High School,
Woodford Bridge Road,
Ilford,
IG4 5LP

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in our provision.