



# PRIVACY NOTICE

2022-2023

# Unity Teaching School Hub Privacy Notice

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2022-2023

This document states what personal data Unity Teaching School Hub (UTSH) collects from our users, why, and how we keep it private.

The purpose of the privacy policy is to inform our users about how their data is being handled.

Approved by the Trust Board: 19 October 2022

Next review date: October 2024

## Our contact details

Name: Andy Samways

Address: Park Road, Haverhill, CB9 7YD

Phone Number: 01440 333400

E-mail: [asamways@unitysp.co.uk](mailto:asamways@unitysp.co.uk)

Each Teaching School Hub provides professional development for teachers, and each one has a lead school/Trust who delivers the activities offered by the hub. For Unity Teaching School Hub this is Churchill Academy.

## The type of personal information we collect

We currently collect and/or process the following information:

- Personal identifiers, contacts, and characteristics (this includes names, contact information, data regarding gender, religion, or ethnicity)
- Employment records
- Teacher reference number
- Qualifications
- Assessment data and feedback

Please see Appendix A to see what information is collected in more detail for each activity undertaken by the hub.

## How we get the personal information and why we have it

We process personal data provided to us directly by you for the following purposes:

- As part of applications for National Professional Qualifications (NPQ)
- As part of early career framework-based induction
- As part of school-based initial teacher training (ITT)
- As part of the appropriate body services for early career teachers
- As part of wider CPD provision

We also receive personal information indirectly, from the following sources in the following scenarios:

- Schools: data is submitted from schools for the areas of Early Career Framework
- Lead Providers: data is submitted from lead providers to assist with some aspects of Early Career Framework and National Professional Qualifications
- Department for Education

- Teaching Regulation Agency: validation of ECT eligibility for statutory induction
- ECT Manager: Progress Reviews, Assessment Reports, other documents uploaded by schools

We use your information, from both yourself and third parties, for the following reasons:

- To comply with statutory reporting to the Department for Education
- To monitor training and development
- To determine programme delivery e.g., number of cohorts
- Create user accounts for your learning
- To subscribe users to our service or publications, including event invites and product or services marketing.
- To provide us with feedback
- To comply with statutory induction processes as determined by the Department for Education

### Sharing your information

We may share this information with the following:

- Teaching Schools Hub delivery partners, e.g. Trusts.
- Lead Providers (see Appendix B)
- Appropriate Body Assessors
- Other departments within the Teaching School Hub
- Department for Education
- Local authorities
- Third party consultants\*
- Partnering organisations providing wider CPD

\*We ensure that all third parties that we share your data with are compliant with GDPR regulations and have appropriate policies and procedures in place.

### Lawful Bases

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing different types of information are:

- (a) Your consent. Consent can be withdrawn at any time. You can do this by contacting [info@unitysp.co.uk](mailto:info@unitysp.co.uk)
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

To see which data is held under which legal basis, please view our data asset register by contacting Data Protection Lead, Unity Schools Partnership: [mvaughan@unity.co.uk](mailto:mvaughan@unity.co.uk)

Where the legal basis for processing is consent, for example direct marketing, you can withdraw your consent at any time, and we will cease to process the information further. Consent must be given on an opt-in basis, and it must be made clear at the point of giving consent that you can withdraw consent freely.

### Special Category Data

From time to time, we may process special category data, which under UK GDPR is defined as:

- Personal data revealing racial or ethnic origin.
- Personal data revealing political opinions.
- Personal data revealing religious or philosophical beliefs.
- Personal data revealing trade union membership.
- Genetic data.
- Biometric data (where used for identification purposes).
- Data concerning health.
- Data concerning a person's sex life; and
- Data concerning a person's sexual orientation

If special category data is processed, then we will ensure that this is processed lawfully, fairly, and transparently complying with all the other principles and requirements of the UK GDPR, which also includes meeting one of the specific conditions in Article 9 of the UK GDPR.

## How we store your personal information

Your information is securely stored. We store all information in a cloud-based system. Access to your data is restricted, with limited staff having access. Furthermore, where possible additional security methods are implemented, such as two-factor authentication.

We hold your data in line with our Trust/school's data retention policy. To access this, please visit the website: <https://www.unitysp.co.uk/documents/records-retention-policy>

## Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information. You can do this by submitting a Subject Access Request (SAR).
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you. If the request is deemed complex, we may extend the deadline by up to a further two months; you will be informed promptly if this is the case.

Please contact Mike Vaughan: [mvaughan@unitysp.co.uk](mailto:mvaughan@unitysp.co.uk) Unity Schools Partnership, Park Road, Haverhill, CB9 7YD: 01440 3334000 if you wish to make a request. We will respond to SARs in line with regulations within one month from when the identity of the requester has been confirmed. For more information regarding SARs, please see our [Data Protection Policy](#).

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting Mike Vaughan: [mvaughan@unitysp.co.uk](mailto:mvaughan@unitysp.co.uk) Unity Schools Partnership, Park Road, Haverhill, CB9 7YD: 01440 3334000

You can also complain to the ICO if you are unhappy with how we have used your data.



Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>



## Contacts:

Mike Vaughan

**Data Protection Officer**

Unity Schools Partnership & Unity Teaching School Hub

Unity Schools Partnership, Park Road, Haverhill, CB9 7YD: 01440

3334000 [mvaughan@unitysp.co.uk](mailto:mvaughan@unitysp.co.uk)

Andy Samways,

**Director of Unity TSH,**

Unity Teaching School Hub

Unity Schools Partnership,

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# Appendices

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## Appendix A

### Initial Teacher Training:

- Applicant online forms, including a wide range of personal data equivalent to applying for a job
- Trainee performance data across the year
- Feedback from schools on progress of trainees
- Welfare data is shared between centre and schools, and schools would share concerns about performance and welfare back to centre

### Early Career Framework:

- Names and contact details for programme members and support, including Early Career Teachers, Mentors and Senior Leader responsible
- Engagement data for programme members, including attendance at seminars, completion of online learning tasks
- Survey data, including views or programme members on their experience of programme
- Factors effecting ECTs, including part time / full time status, interruptions to programme participation due to ill health / absence from work
- ECT and Mentor Teacher Reference Number

### Appropriate Body:

- Names and contact details for Early Career Teachers
- Their employment details (e.g., subject) and employment status (part time, temporary contract etc)
- Induction tutor, mentor, and school ECT Lead contact details
- Performance-related documents relating to ECT, including lesson observation notes, termly Progress Reviews end of year Assessment Reports completed by induction tutor
- Cause for concern notices where ECTs performance is below expectation and at risk of not satisfactorily meeting Teachers' Standards and completing induction
- Interruptions to programme participation due to ill health / absence from work
- ECT Teacher Reference Number

### National Professional Qualifications:

- Names and contact details of programme members
- Details of career pathway
- Role details
- Application statement and submission, outlining achievements
- Engagement data for programme members, including attendance at seminars, completion of online learning tasks
- Survey data, including views or programme members on their experience of programme
- Programme member Teacher Reference Number

### General contact data:

TSHs collect general contact detail on school leaders and staff in school that engage with TSHs; these contacts are used for marketing purposes.



## Appendix B

### Lead providers for Early Career Framework

- Ambition Institute
- Best Practice Network
- Capita with lead academic partner the University of Birmingham
- Education Development Trust
- National Institute of Teaching
- Teach First
- UCL Institute of Education

### List of national professional qualification (NPQ) providers

#### National

- Ambition Institute
- Education Development Trust
- Leadership Learning-Securing Excellence
- National Institute of Teaching
- Best Practice Network
- Real Group (Real Training)
- School-Led Network
- Teach First
- Teacher Development Trust
- The Church of England Foundation for Educational Leadership
- UCL Institute of Education: Centre for Educational Leadership