

## ECT Manager Privacy Notice



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# Overview

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## **Colyton Teaching School Hub acting as an Appropriate Body for Early Career Teachers (ECTs)**

Colyton Grammar School is the lead school for Colyton Teaching School Hub including the Appropriate Body Service. Colyton Grammar School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice sets out the basis on which any personal data we collect from you or that you provide to us, will be processed by us in order to fulfil our statutory function as an Appropriate Body for NQT Induction.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. We may amend this notice at any time.

## Privacy Notice

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### **Data Protection Principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **We may collect and process the following data about you:**

#### **Information you give us:**

You may give us personal information about you by filling in forms, checking and editing details on <https://colyton.NQTmanager.com> or by corresponding with us by phone, e-mail or otherwise. The information you give us will include your name, address, email address and phone number, Qualified Teacher Status (QTS) date awarded, training institution and Teacher Reference Number. Completion of this registration form/sharing your information with us constitutes explicit consent from you for us to process your data for the purpose of ECT induction.

#### **Information we receive from other sources:**

We may receive information about you from third parties such as your employer (past and present) and training institutions for the purpose of verifying qualifications and induction status. We may also receive information about you from the Teaching Regulation Agency and the Department for Education.

### **The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

- We will collect, store, and use the following categories of personal information about you
- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Date of birth
- Gender
- Start and end dates
- Location of employment or workplace
- Performance information
- Disciplinary, grievance and cause for concern information

- Photographs
- DBS clearance

## How is your personal information collected?

We collect personal information about ECTs through ECT Manager and via email directly from your school. We will collect additional information in the course of professional development related activities throughout your induction year.

## Other third parties

We will also share your data with certain third parties to fulfil legal requirements, obtain or provide necessary information or because the third party processes data on our behalf. These third parties include:

- Our Delivery Partners: Ventrus MAT (Ventrus TSA), Uffculme Academy Trust (Westcountry TSA), Riviera Education Trust (Torbay TSA) and Education South West (Kingsbridge Teaching School Hub)
- Trade unions or any other representative acting on your behalf
- Ofsted
- Auditors
- Central and local government
- Professional advisers and consultants
- Professional bodies
- Police forces, courts, tribunals

When we appoint third parties to process data on our behalf, the third party is also required to process the data lawfully and fairly and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.

## How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you
2. Where we need to comply with a legal obligation
3. 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

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests)
2. Where it is needed in the public interest or for official purposes

## Uses made of the information

We use information held about you in the following ways:

1. Information you give to us. We will use information you have provided for the purpose of carrying out our statutory obligations with regard to the Induction of Early Career Teachers, including where we have a quality assurance role as the Appropriate Body. For full details see the 'Induction of Early Career teachers' (England) Statutory guidance (available in the resources section of the SWIFT AB ECT Manager website).
2. Your personal details will be shared with Evolution Internet Ltd via ECT Manager as necessary to enable the completion of registration and assessments and not for any other purpose outside that of ECT induction and the associated statutory requirements.

## Disclosure of your information

In accordance with the Statutory Guidance (paragraphs 2.57), we may share your personal information with:

- Educational institutions throughout England and Wales solely for the purpose of Statutory Early Career Teacher (ECT) Induction
- Local Authorities and other institutions throughout England and Wales that act as an Appropriate Body for the purpose of Statutory Early Career Teacher (ECT) Induction)
- The Teaching Regulation Agency and Department for Education for the purpose of pre-employment checks and verifying induction status.

## Where we store your personal data

All information you provide to us is stored on secure servers. Evolution Internet Ltd ensures their system is compatible with the latest Critical Security Updates. Their database is backed up to two sites every six hours on a rolling 14 day basis. Evolution Internet Ltd have Cyber Essentials certification. Where we have given you (or where you have chosen) a password that enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

## Access to Information and Your rights

You have the right to see any information held about you and to have inaccurate information corrected. You also have the right to complain if you feel that the data has not been handled in accordance with the law by contacting the Data Protection Officer –Ryan Lewis ([rlewis@colytongrammar.com](mailto:rlewis@colytongrammar.com))

## Retention of your personal data

We follow the guidance in the document 'Induction of Early Career teachers' (England) Statutory guidance (available in the resources section of the SWIFT AB ECT Manager website) in archiving and retaining data for six years. Therefore, six years after an ECT has completed their final assessment or has left the Appropriate Body their records will be deleted from the system.

## 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 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

## 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:

Mr Ryan Lewis – [rlewis@colytongrammar.com](mailto:rlewis@colytongrammar.com)  
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