

## Privacy Policy for South West Institute for Teaching School Staff Contacts Register (September 2021)

### About

This notice explains what personal data (information) we hold about school staff for Member Schools, how we collect, how we use and may share information about staff. We are required to give you this information under data protection law.

### Who are we?

Education South West is a Multi Academy Trust which includes Kingsbridge Community College (hereafter known as Kingsbridge). Kingsbridge is the lead school for Kingsbridge Teaching School Hub. The Kingsbridge Teaching School Hub is a Strategic Partner in South West Institute for Teaching (hereafter known as SWIFT). Until April 2021, SWIFT was called Teaching Schools South West or TSSW. SWIFT includes the following partners that together deliver Professional Development and related services to schools. These partners include:

Colyton Teaching School Hub  
Kingsbridge Teaching School Hub  
Kingsbridge Research School  
Cornerstone Teaching School  
Devon Teaching School Partnership  
Exeter Consortium Schools' Alliance  
Plymouth Teachers and School Alliance  
South West Specialist Schools Teaching Alliance  
SWIFT South  
Torbay Training School Alliance  
Ventrus Multi Academy Trust  
West Country Training School Alliance

Education South West is the legal entity that manages SWIFT Membership services for schools on behalf of the partners listed above.

All SWIFT member schools are invited to submit a register of school staff contact details. Education South West and the SWIFT partners collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom). Education South West is responsible as 'controller' of that personal information for the purposes of those laws.

Education South West's privacy notices can be found [here](#)



## **The personal information we collect and use**

We process data provided by schools about their school staff. Personal data that we may collect, use, store and share (when appropriate) is:

- Forename
- Surname
- Job Title
- Email address

## **How we collect and store this information**

The information is submitted via Microsoft Forms and stored in Forms and downloaded to an Excel file. Access to these is restricted to authorised members of the SWIFT central team.

## **Why we use this data**

The purpose of processing this data is to allow SWIFT to:

Contact schools about Membership services that are relevant to different groups (e.g. a Maths course to Heads of Maths). These services are set out in the Membership Prospectus which is available on the SWIFT web site.

Staff have the option to opt out of receiving information about Membership Services.

## **How long is staff personal data kept**

We will hold personal information securely and retain it until the school notifies us that they no longer wish to provide a staff register or the school ends its membership with SWIFT.

## **Who we share personal information with**

We share your personal information with partners within the SWIFT partnership who deliver the SWIFT Membership Services.

We will share personal information with law enforcement or other authorities if required by applicable law.

## **Your Rights**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the Education South West Data Protection Office (DPO) Zoe Williamson.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

### **Who to Contact**

Please contact the Education South West Data Protection Office (DPO) Zoe Williamson to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The DPO can be contacted by email: [zoe.williamson@educationsouthwest.org.uk](mailto:zoe.williamson@educationsouthwest.org.uk)

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.