

Privacy Notice

Please be advised that not all of this data is shared with everyone listed. We only share required for that particular function and only the minimum required.

What is the service being provided?	Creation, Maintenance of the Trainee Record, ITT Training Delivery and Pastoral Care, including Trainee and Emergency Contact data; sharing of data for recruitment of trainees			
What personal data do we need from you?	Name	Address	Contact Numbers	Date of Birth
	Previous names	Gender	Nationality	Country of birth
	Disability/Medical History	Email address	DBS documentation incl. ID/previous addresses	Numeracy/Literacy skills test details
	Disclosure of criminal convictions etc	Change of name evidence	Subject Knowledge enhancement info	UCAS Reference No.
	Teacher Reference Number	Greenwich Registration Number	Staff disqualification declaration	Prohibition check details
	Emergency contact – name/contact no's/next of kin	Fitness to Work/Health Risk Assessment	Pre-course employment history	Qualifications
	Attendance	Finance Data	Additional Support Plan	National Insurance No.
Who will be using your Personal Data?	Who is the <u>Data Controller</u> ?		Colchester Teacher Training Consortium	
	Who is the Data Controller's <u>Data Protection Officer</u> ?		Lauri Almond (Essex County Council)	
	Are there any <u>Data Processors</u> ?		Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
	Who are they?		NCTL (DMS), Greenwich University, Consortium schools (for single central record and recruitment purposes); DBS provider (Essex County Council)	
What will it be used for and what gives us the right to ask for it and use it?	<u>The Purpose(s)</u> :		Statutory Duties; consent	
	<u>The Legal Condition(s)</u> :		Statutory Duty; contract; consent forms	
Who else might we share your data with?	<u>Central & Local</u> Government, Health Providers, Regulatory Bodies (e.g. Ofsted); North East Essex Teaching Alliance (NEETSA)			
Will your data be stored in or accessible from <u>countries with no UK-equivalent Privacy Law</u> protections?	No			

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How long will your data be kept?	When will it stop being used?				When the Trainee completes their NQT year or Leaves the course.			
	How long after this will it be deleted?				Six years			
Our use of the data will be subject to your legal rights (mark if applicable):	<u>Inform</u>	<input checked="" type="checkbox"/>	<u>Access</u>	<input checked="" type="checkbox"/>	<u>Rectify</u>	<input checked="" type="checkbox"/>	<u>Erase</u>	<input type="checkbox"/>
	<u>Restrict</u>	<input type="checkbox"/>	<u>Portable</u>	<input type="checkbox"/>	<u>Object</u>	<input type="checkbox"/>	<u>Automate</u>	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Statutory Duty; contract; consent			
	This is what could happen if you refused to let us use your data for this purpose:				N/A			
As you are not giving your data directly to us:	This is who is giving us your personal data:				UCAS; Student Finance;			
	This is a source of personal data open to anyone				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us				Basic demographics, including unique ID, name, address, DoB, gender, ethnicity, educational attainment, references; personal statement;			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016								
The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	IGS Essex County Council, County Hall, Chelmsford CM1 1LX							
Email	igs@essex.gov.uk							
Phone Number	0333 013 9824							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number								

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