



Alliance for
Learning SCITT

Train Teach Transform

PRIVACY POLICY

2017- 18 Secondary, Primary and Early Years

OBJECTIVES

High quality teacher education and development designed to inspire high levels of personal and professional conduct and to contribute to pupil progress in partner schools

The Alliance for Learning SCITT
QTS and EYTS education

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Introduction

This policy explains the practices employed by the Alliance for Learning SCITT in collecting and using trainees' information and the ways this can be influenced by trainees on the course.

The SCITT will collect information from trainees from the point of application and at certain points in the course to ensure that all SCITT policies are followed and that the Secretary of State's ITT or EYITT criteria are followed with compliance.

Scope of Policy

This policy aims to ensure that the processing of information relating to trainees, including the obtaining, holding, use or disclosure of such information is done in accordance with the [Data Protection Act 1998](#).

Information that is collected

Personal information

In order to carry out the programme it may be necessary to collect personal information about a trainee which may include, but is limited to, name, address, phone number, date of birth and personal email address. All trainees will be issued with a SCITT email address for the duration of the course.

Selection information

In order to ensure trainees have met the SCITT's academic selection criteria it is necessary to collect information pertaining to GCSE (or equivalent) results, degree results and performance in the DfE QTS skills tests. In addition, it is necessary to collect information pertaining to the assessment centre activities. It is also necessary to collect information to ensure trainees have met the non-academic section criteria, including information from a Disclosures and Barring Check, a health and physical capacity to teach assessment

Financial information

In order to process any financial aspects of the course, including bursary payments and payments to School Direct Salaried trainees it will be necessary to collect information including the name of any bank and account details used by trainees.

Performance information

In order to ensure trainees have demonstrated meeting or exceeding the teachers' standards to be recommended for QTS or EYTS it will be necessary to collect information from school mentors and SCITT staff on performance and activities in school placements. In order to support a trainee's performance against the PGCE portion of the programme it will be necessary to collect information regarding performance in written assignments.

The use of information

We will use a trainee's personal information to help provide a better experience during the programme and to ensure that the SCITT is compliant against the Secretary of State's ITT Criteria.

Sharing with third parties

- We will share trainee personal information with the National College of Leadership via the secure NCTL Data Management System for the administration and monitoring of initial teacher training schemes.

- We will share trainee personal information with our PGCE partner (the University of Manchester) for the purposes of supporting their delivery of the PGCE portion of the programme.
- We will share trainee personal information with partner schools to facilitate a smooth transition from central training to school placements.
- We will only share trainee information with potential employer schools if we have received a request to act as a referee for applications.

In all of the above situations we will only share that information that is necessary to ensure the maximum impact of our training programmes and no other information.

Data Protection

Once we have received your data we will ensure that it is treated with the utmost respect and in accordance with the Data Protection Act 1998 and any applicable regulations. Your data will be stored on our secure, password protected server within the UK and in locked filing cabinets in a secure building that requires key card access. We follow strict security procedures in order that the data we collect is stored and disclosed appropriately and securely. We will only keep your information

Disclosure and Barring Checks

The SCITT is not required or obliged to share information relating to the level, date and number of DBS checks. NCTL has confirmed that such information can be shared with the permission of the trainee, this information will not be shared with schools without written permission. The SCITT contacts all placement schools to confirm that suitability checks have been completed.

Health declaration

In accordance with DfEE circular no. 4/99 the SCITT will keep the declaration of health and any supporting papers for as long as it is considered necessary to answer potential enquiries from prospective employers. Medical information may only be released to a third party with the consent of the person to whom it relates at the time the disclosure is to be made.

Personal access

Trainees retain the right to access the data we hold in accordance with the Data Protection Act 1998, although it should be noted that a trainee has the right to see the information contained in personal data, rather than a right to see the documents that include that information. Any subject access request should be made in writing to the SCITT manager.