



Alliance  
for Learning

CPD DELEGATES

PRIVACY POLICY

CPD Delegates

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## Introduction

This policy explains the practices employed by the Alliance for Learning in collecting and using CPD delegate information and the ways this can be influenced by participants on the course.

## Scope of Policy

This policy aims to ensure that the processing of information relating to CPD delegates, including the obtaining, holding, use or disclosure of such information is done in accordance with General Data Protection Regulation and Data Protection Act 2018 (when it receive Royal Assent).

## Data that is collected

The categories of information we collect, process, hold and share In order to carry out the programme include:

- Personal information Including data such as name, address, phone number, date of birth, personal email address, Teacher Reference Number, your current job title
- Attendance information such as sessions attended, number of absences and absence reasons
- Disability and access requirements
- Dietary requirements
- Attendance information such as your feedback on training sessions

## The purposes for which the data is collected

We will use your data to help provide a better experience during the CPD programme.

- to support CPD development
- to monitor and report on the impact of CPD
- to assess the quality of our services
- to comply with the law regarding data sharing
- to report on our KPIs to Dfe
- to charge for any CPD and invoice schools/delegates

## Sharing with third parties

- We will share your data with the Department for Education (DfE) however, this is anonymised and is our participation rates and evaluation analysis
- We will share data with your school. As above, this is anonymised.
- We will share appropriate data with course providers to ensure they are able to meet the requirements of their CPD programme delivery.
- On our servers and e-mails accounts provided by third party suppliers that are under contractual conditions to safeguard your data.

## Why we share delegate information

We do not share information about our delegates with anyone without consent unless the law and our policies allow us to do so.

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.

## The lawful basis on which we process this information

We process this information under Article 6 and 9 of the GDPR (May 2018):

- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.
- Equal opportunities monitoring: we collect information concerning health and disabilities in order to ensure compliance with the Equalities Act (2010) to ensure we meet our duty to make reasonable adjustments for disabled people

### Marketing data

We use your comments, opinions, feedback and photographic data to support the evaluation and marketing of the SCITT. In addition, we retain your data to advertise courses that we feel are suitable for your future development, following completion of the CPD programme. We process this information

- when you have provided us with your consent. You can withdraw such consent at any time

This means that we will ask you for your specific consent for each of the above uses of your data.

### Collecting this information

Whilst the majority of information CPD delegates provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform delegates whether it is a requirement to provide certain information to us or if there is a choice in this. Delegates will be informed during appropriate training sessions.

### Storing this information

Once we have received delegate data we will ensure that it is treated with the utmost respect and in accordance with the data protection principles and any applicable regulations. 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 for the duration of the CPD and evaluation period unless you agree to be on our CPD mailing list

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer via [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Raise a complaint with the Information Commissioner's Office or seek judicial remedy in certain circumstances

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with our Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Further information

If you would like to discuss anything in this privacy notice, please contact:

Lynette Beckett  
Data Protection Officer  
Bright Futures Educational Trust  
Lodge House  
Cavendish Road  
Bowdon  
Hale  
WA14 2NJ  
Email: [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk)