



Alliance
for Learning

NQT PRIVACY POLICY

Participants on the NQT appropriate body programme

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Introduction

This policy explains the practices employed by the Alliance for Learning in collecting and using NQT information and the ways this can be influenced by participants on the NQT induction programme.

Scope of Policy

This policy aims to ensure that the processing of information relating to NQTs, 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 (such as name, DOB, address, or teacher reference number, DBS number)
- contract information (such as start dates, hours worked, post, and home school name and address)
- work absence information (such as number of absences and reasons)
- subjects taught
- date QTS achieved
- any access requirements
- dietary requirements
- name and email of induction tutor
- assessment records for award of NQT
- records of lesson observations during NQT induction year

The purposes for which the data is collected

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

- to ensure we report accurately to the DfE for NQT induction
- to monitor and report on the impact of NQT training
- to assess the quality of our services

Sharing with third parties

- We will share personal information with the DfE via the secure access NQT Data Management System for the administration and monitoring of NQT induction. We share this on a statutory basis. This data sharing underpins NQT appropriate body monitoring, evaluation, and links the award of QTS.
- We may share your data with other NQT appropriate bodies if you change appropriate bodies during your induction period.
- On our servers and email accounts which are provided by third parties and are subject to contractual conditions to keep your data safe

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 Article 9 of the GDPR (May 2018):

- Processing is necessary for compliance with a legal obligation to which the Trust is subject.
- Processing is necessary for the performance of a task carried out in the public interest – which in this case is when we are providing support and monitoring for newly qualified teachers to complete their NQT induction period.
- 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 our NQT programme. In addition, we retain your data to advertise courses that we feel are suitable for your future development. 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 NQTs 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. NQTs will be informed during appropriate training sessions.

Storing this information

Once we have received NQT 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 hold school workforce data for a minimum of 7 years following the NQT induction year irrespective of if you complete the full induction programme with us

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.

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
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Bright Futures Educational Trust
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