

2023- 2024

How we use your information

Applicants to our course

Haybridge Alliance School Centred Initial Teacher Training (SCITT) is the data controller for applicants to the course.

Applications to our course are made via GOV UK in one of two ways:

- Applications directly to Haybridge Alliance SCITT
- Applications via one of our Lead schools
 - Hales Valley Trust
 - Invictus Education Trust
 - Our Lady & St Hubert's Catholic Primary School
 - North Worcestershire Teacher Training Hub
 - The Spire Church of England Learning Trust
 - Stour Vale Academy Trust

The administration of Lead School places for the purpose of Initial Teacher Training (ITT) has been delegated to Haybridge Alliance SCITT. Haybridge Alliance SCITT download and print your applications from the GOV UK Apply secure portal. The information we receive includes your name, address, date of birth, contact details, GOV UK Reference, gender, any disability/special needs, country of birth, nationality, education history and qualifications, work history, referees and your personal statement. We are required to process the data provided for the purposes of safeguarding children and in the public interest, this is set upon us by the Department for Education (DfE) and is a legal obligation.

What will we do with the information we receive?

We will use your contact details to contact you to progress your application and will use the other information received to assess your suitability for the course.

We will not share any of the information we have received to any third parties for marketing purposes. The information we receive will be held securely by us and any of our data processors whether the information is in electronic (computerised) or physical (paper) format.

What information do we use and why?

All of the information we receive will only be used for the purpose of progressing your application, and if you are successful, to deliver our course or to fulfil a legal or regulatory obligation as necessary. We do not hold more information than we need to in order to fulfil our stated purposes and will not retain it for longer than is necessary.

The information is used to assess your suitability to train to teach. You have the right to object to our processing of your data; however, this would mean that we would not be able to progress your application any further.

Stage one

During the initial stage of the process, your application will be reviewed internally and your details will be added to our database of applicants. Should your application be unsuccessful at this stage, your paper application will be kept on file for 6 months to enable us to provide any feedback that you may wish to receive as an applicant and any details we have entered onto our automated (computerised) system will be held until the first day of the course start date (September each year), at which point the data will be deleted. Our recruitment and administration teams will have access to all of this information. All of our staff are trained in data protection and receive regular training on GDPR compliance. No further processing of your data will take place until the time of deletion.

Sharing of your data

At this stage we will not be sharing any of your data outside of Haybridge Alliance SCITT.

Stage two

At this point you will be invited to an interview in one of our partnership schools. In order for us to progress your application further we need to share your full application with the interviewing school lead, along with your basic details (limited to name) to the school administration team and any teaching staff that will be participating during the day and do a Prohibitive Order Check. During the day, information will be generated by you and us, for example, interview notes and any tests that you may be asked to complete.

We are required to confirm the identity and proof of address of applicants and evidence of required qualifications. At this point you will be asked to provide the following (copies will be made and held on file):

- Passport or driving licence (photo ID)
- Recent utility bill/bank statement/Council tax bill (proof of address)
- Proof of your qualifications

These are required to enable us to make you an offer of a place, should you be successful.

At the end of the day, all paperwork is returned to the offices of Haybridge Alliance SCITT, copies of your data may also be retained if you are applying through one of our Lead Schools. Any data that was provided to the school by electronic means is deleted at the end of the interview day.

Sharing of your data

At this stage we will be sharing your data with school staff within our Alliance.

Stage three

Should your application be unsuccessful, we will inform you using your contact details held. Your application details and all interview documents will only be held up until the start date of the course for which you registered an interest, after this the data will be securely destroyed.

Sharing of your data

If you were unsuccessful, we will not be sharing your data any further.

Should your application be successful, we will inform you using your contact details held. Your application, interview documents, proof of sight of ID, address and qualifications will be kept of file in full format for 7 years; this period is set by the DfE and is a legal requirement.

At this point, we will require further processing of your information and to collect further information in order to provide the course to you. We will also need to share your information with some third parties:

We will:

- Ask you to complete a DBS application to ensure that you meet the criteria to train. This application must be made no earlier than 3 months prior to the start date of the course.
- Provide your details to Worcestershire DBS service in order to complete an enhanced DBS check – this is to ensure safeguarding of the students within our alliance.
- Ask you to complete a questionnaire about your health – this is to establish your fitness to train to teach.
- Ask for emergency contact details – so we know who to contact in case of emergency.
- Provide your details to Bath Spa University or Birmingham City University in order to enable your enrolment with the university, to provide your qualification and to allow you to submit assessments.
- Enter your details onto the DfE's Teacher Register secure portal – this is to generate your Teacher Reference Number and to notify the DfE that you are entering into the profession.
- Ask for your Code of Good Conduct if you have lived/worked abroad for a period of 3 months or more in the last 5 years.
- Ask for an Overseas Criminal Record Certificate if they have lived/worked abroad for more than 12 months in the last ten years.
- Enter your attendance details onto Student Loans Company (SLC) secure portal if you are in receipt of student finance – this is to enable you and us to receive payments.
- Use your basic information to provide administrative processes and to deliver the course, such as sign in sheets, grading systems, to provide you with an email address, to provide you with course content and any other provisions you may need to complete the course.
- Ask for data re the passing of your GCSE Equivalencies tests or Subject Knowledge Enhancement (SKE) programmes.
- Ask you to fill in a photo permission form for marketing purposes/applications
- Ask you to complete a self-disclosure form
- We may ask for your bank details – this only applies if you are entitled to a bursary.
- Should any health issue be raised we will need to send your details, including that of your condition, to Occupational Health. This will only be done with your consent.

Sharing of your data

In order to confirm your place on the course, it is necessary for us to share your data with the following recipients:

- Worcestershire DBS Service
- DfE Teacher Register
- Bath Spa University or Birmingham City University
- Alliance schools – limited to the schools in which you will be training
- Student Loans Company
- Our SCITT teams
- SharePoint
- If any health issues are raised, we may need to make a referral to occupational health

Trainees on our course

Haybridge Alliance SCITT is the data controller for trainees on the course. If you have any questions about the process or how we handle your information, please contact:

Anita Jenkins, SCITT Director:
Haybridge Alliance SCITT
Haybridge High School and Sixth Form
Brake Lane, Hagley, Stourbridge, DY8 2XS

01562 886213

ajenkins@haybridge.worcs.sch.uk

What will we do with the information we hold?

All of the information we hold will only be used for the purpose that it was originally collected, that being to enable us to deliver the course or to fulfil legal or regulatory requirements as necessary. We will use your contact details to contact you for the purpose of your training.

We will not share any of the information we have received to any third parties for marketing purposes. The information we receive will be held securely by us and any of our data processors whether the information is in electronic or physical (paper) format.

What information do we use and why?

We do not hold more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The retention period for people that have commenced training is 7 years. This is set by the DfE and is a legal obligation.

The information we hold includes:

- Your basic information: name, address, date of birth, contact details
- GOV UK Reference
- Gender
- Disability, special needs & medical conditions.
- Country of birth
- Nationality
- Education history and qualifications
- Work history & referees
- Your personal statement
- DBS check details, including number & issue date – this is to ensure safeguarding of the students within our Alliance.
- Medical declaration forms and sick forms issued by your GP – this is to establish your fitness to train to teach and to assure your well being
- Details of results of your Teaching Practice gradings
- Details of your assessment results from Bath Spa University or Birmingham City University
- Email trails – the content of which will form part of your overall file.
- Details of any
 - action plans
 - causes for concern
 - disciplinary action/issues
 - payments made to you
 - payments received from you
 - invoices which we raise for you
 - SLC payments received in respect of your fees
- Attendance data, including confirming your attendance on SLC portal
- Proof of sight of recent utility bill/bank statement/Council tax bill (proof of address)
- Proof of sight of your qualifications
- Your emergency contact details – so we know who to contact in case of emergency.
- Your bank details – this only applies if you are entitled to a bursary or any other payment that we may need to make.
- Information re your GCSE Equivalencies tests or Subject Knowledge Enhancement (SKE) programmes.

The information is used to deliver your initial teacher training.

Sharing of your data:

We will be sharing your data with the following recipients:

- Worcestershire DBS Service
- DfE Teacher Register
- Bath Spa University or Birmingham City University
- Alliance schools – limited to the schools in which you will be training
- Student Loans Company
- Our SCITT teams
- SharePoint
- If any health issues are raised, we may need to make a referral to occupational health.

Former trainees

What will we do with the information we hold?

No routine processing of your data is performed and is only held to fulfil our legal obligations, or to help with the fulfilment of a contract on your behalf, for example, when asked to provide a reference for employment.

What information do we hold and why?

We are required to keep information on our former trainees, whether the course was completed or not, this is a legal obligation. The DfE require that your file is kept for 7 years following commencement of the course. Your complete file is made up of a physical (paper) file and electronic records. Data is minimised to the least amount possible and will include:

- Your basic information: name, address, date of birth, contact details
- GOV UK Reference
- Gender
- Disability, special needs & medical conditions.
- Country of birth
- Nationality
- Education history and qualifications
- Work history & referees
- Your personal statement
- DBS check details, including number & issue date – this is to ensure safeguarding of the students within our alliance.
- Medical declaration forms and sick forms issued by your GP – this is to establish your fitness to train to teach and to assure your well being
- Details of results of your Teaching Practice gradings
- Details of your assessment results from Bath Spa University or Birmingham City University
- Email trails – the content of which will form part of your overall file
- Details of any
 - action plans
 - causes for concern
 - disciplinary action/issues
 - payments made to you
 - payments received from you
 - invoices which we raise for you
 - SLC payments received in respect of your fees
- Attendance data, including confirming your attendance on SLC portal and your attendance at Bath Spa University or Birmingham City University
- Proof of sight of recent utility bill/bank statement/Council tax bill (proof of address)
- Proof of sight of your qualifications
- Your emergency contact details – so we know who to contact in case of emergency.

- Your bank details – this only applies if you are entitled to a bursary or any other payment that we may need to make.
- Information re your GCSE Equivalencies tests or Subject Knowledge Enhancement (SKE) programmes.
- The addresses of your future employing schools.

People who contact us to express an interest in our course

If you call our SCITT office for information on our course, we will not routinely hold any data about you unless you request further information to be sent. This will be limited to your name and email or home address to allow us to send the information requested. The information will only be held up until the start date of the course for which you registered an interest, after this the data will be securely destroyed. If you wish to have your details removed sooner, then please let us know and we will ensure that they are removed without delay.

People who register an interest at one of our recruitment events

At our events, we hold a list that you can opt to join to keep informed and up to date on our courses. This data is held at Haybridge Alliance SCITT and will be used to contact you to provide any additional information we have on our courses. You can ask to be removed from this list at any time. The information is limited to name and email address. The information will only be held up until the start date of the course for which you registered an interest, after this the data will be securely destroyed. Your consent is always required in order for us to store and use your data and you have a right to withdraw your consent at any time.

Personnel of Alliance schools

What information do we hold and why?

To enable us to deliver the course, we need to contact members of Alliance School staff to provide and collect trainee information and gradings and to provide the administration of the course. This data is strictly limited to what is necessary:

- Name
- Position within the school
- Email address
- Contact telephone number
- Partnership agreement
- Mentor Curriculum Vitae
- Pecuniary interest forms

What will we do with the information we hold?

We will only use your employee's data to run our course. Details will never be used for any other purpose.

Sharing of your data

We will only share your data in the event of a request by a government department, such as Ofsted. Your consent will always be requested in these cases.