



The Acorn Teaching School

Privacy Notice

The Acorn Teaching School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR) 2018.

The Acorn Teaching School is a 'data controller'. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. We may amend this notice at any time but the latest version will always be available on our website.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are 'special categories' of more sensitive personal data which require a higher level of protection.

Dependant on your role within the Teaching School, we may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Marital status
- Start date
- Bank details
- Location of employment or workplace

- Teacher Reference Number (TRN)
- Recruitment information (including copies of references and other information included in a CV or cover letter or as part of the application process)
- Photographs
- Disclosure and Barring Service (DBS) details; including number and date of clearance

With your permission we may take photographs to use for advertising purposes and on social media. We hold these photographs for a year and they are stored securely with restricted access. We do not actively share any images with third parties. Upon arrival at the venue of your course/training session, you will be asked to sign a disclaimer giving consent for this.

The following statements also apply for the different groups listed:

Facilitators

We will request your Disclosure and Barring Service (DBS) details; including number and date of clearance. This will be recorded. We also will ask to see a form of personal identification. Upon arrival at the venue of your course/training session, you will be asked to sign a disclaimer giving consent for this.

Delegates

We use 'CPD Online' to manage bookings and send notifications. Please read the guidance provided through CPD Online's Privacy Notice.

<https://www.centralbedscpd.co.uk/portal/cpd/privacypolicy.asp>

We will also ask you to sign a disclaimer upon arrival at the venue of your course/training session as part of the registration process.

Specialist Leaders of Education (SLEs)

We will request your Disclosure and Barring Service (DBS) details; including number and date of clearance. This will be recorded centrally. We also will ask to see a form of personal identification. You will also be required to share this information with the school that you are supporting.

Facilitators and delegates will all be issued with a Privacy Notice with this information on it, on commencement of their training.

How is your personal information collected?

We collect personal information through any application, recruitment and designation process. We also collect information about facilitators and delegates as required in order to plan and provide training opportunities.

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).

2. Where it is needed in the public interest or for official purposes.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying your school for your release).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Consent

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Data sharing

We may have to share your data with third parties, including third-party service providers, where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. We require third parties to respect the security of your data and to treat it in accordance with the law. This includes;

- The Department of Education
- Ofsted
- Chiltern Learning Trust Business Services
- Schools with whom we work as part of school to school support work

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer via office@larkrise.com

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Data Protection Officer:

- Via email
- The Acorn Teaching School, c/o Lark Rise Academy, Cartmel Drive, Dunstable, Bedfordshire, LU6 3PT.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Data Protection Lead for The Acorn Teaching School: Katie Waterman

Data Protection Officer: Marcus Ray

Other related documents:

- Chiltern Learning Trust Privacy Policy
- Chiltern Training Group Privacy Notice; for all matters related to our Initial Teacher Training (ITT)
- CPD Online Privacy Notice; for all matters related to our Continual Professional Development (CPD) <https://www.centralbedscpd.co.uk/portal/cpd/privacypolicy.asp>