PRIVACY NOTICE – Trainee Teachers

INTRODUCTION

Heathfield Community College is the Data Controller for the purposes of the Data Protection Act 2018 & UK GDPR as amended by the Data Use & Access Act 2025.

We ensure that your personal information is:

- processed legally
- processed fairly
- correct
- stored safely
- kept for no longer than needed (see our retention schedule on the College website http://www.heathfieldcc.co.uk/?page_id=1595711)
- is deleted as soon as possible after the expiry of the retention period

This document describes:

- why we collect data about you
- what data we collect
- what we do with the data we collect
- what your rights are.

WHY DO WE COLLECT INFORMATION ABOUT TRAINEE TEACHERS?

The legal reasons that we collect data and store about trainee teachers are to:

- meet our legal obligations, eg to comply with our safeguarding obligations towards students
- it is our legal obligation to establish that a fair recruitment process was undertaken
- act in the public interest eg to ensure reasonable adjustments can be made for those applicants who have a disability
- undertake the public task of accurately process applications for training courses
- comply with your consent for the processing of personal data and your explicit consent for the processing of special category data. If we need your consent, we will let you know.
- ensure your safety by being able to identify you and allow a smooth evacuation should one be required
- maintain "public health", for example during a pandemic
- enable a legal obligation to provide work through the use of our online learning platform
- enable the college to fulfil its public task by remote teaching in the event of a school closure

Please see the College's Special Category Data policy for more information about how we process this type of data. This policy can be found on the College Data Protection page at:
http://www.heathfieldcc.co.uk/?page_id=1595711

WHAT DATA DO WE COLLECT ABOUT TRAINEE TEACHERS?

The personal data that we may collect, use, store and share (when appropriate) includes special category information. This is as follows but it is not restricted to these:

- contact details (name, address, email, telephone)
- proof of identity
- age range, marital status, gender, disabilities
- DBS certificate numbers, dates and any disclosures made
- DfE teacher number (if applicable)
- to ensure you are kept safe whilst on site we ask for information about any allergies that you might have.
- your image & whilst on site your image may be recorded on our CCTV

HOW DO WE STORE YOUR DATA AND FOR HOW LONG?

Your data is stored securely in line with our policies on data protection and online safety and IT security. We keep your data only for as long as we need to process it. The document that guides for how long we keep specific types of data is called our retention schedule. The retentions schedule can

Heathfield Community College and Sixth Form

PRIVACY NOTICE – Trainee Teachers

be found on the data protection page of the College website:
http://www.heathfieldcc.co.uk/?page_id=1595711

DO WE SHARE TRAINEE TEACHERS' INFORMATION?

We may use Artificial Intelligence (AI) tools to help us work more efficiently with your personal data. When we do so, we only use those tools that do not include the user inputs as part of their learning processes. In all other circumstances, we do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- third parties, whilst conducting safeguarding investigations
- as the lead school with the Wealden Partnership, school direct applications may be shared securely with other members (schools) of the partnership for the purposes of short listing
- you teacher training course leader and mentor
- the police, for the purposes of an investigation, if they ask us to do so

TRANSFERRING DATA INTERNATIONALLY

We do not store or transfer your data outside of the College UNLESS, for the efficiency of the College, we use AI enhanced tools to process your data OR it needs to be held in cloud storage like Google Drive, iCloud or OneDrive. Some of the systems that we use are web based data processors, who may transfer your data internationally in order to fulfil their obligations to us. When using AI enhanced tools, the data will be temporarily transferred to the USA before being deleted by the AI tool. All incoming emails are received by us after having been transferred to a malicious email filtering system that may involve a temporary transfer of all emails outside of the UK and EEA. We do this to reduce the risk of the College IT systems being attacked by malicious outside forces. If we meet using MS Teams, we may use MS Co-pilot to transcribe the meeting minutes, which means that data will be temporarily transferred to the USA before being deleted by the AI tool. We never use such services unless their privacy policies for doing this are compliant with UK law. Where other cloud based data is stored outside of the UK we also ensure that that personal data is protected in the same way that it is in UK law.

WHAT ARE YOUR RIGHTS?

There are circumstances when these rights don't apply, for example if a law says we need to keep specific pieces of information, or if not processing the data places a student in danger. Your rights are:

- **The right of access** (a "Subject Access Request"). This means you can ask for a copy of the data we hold about you. Contact details for this can be found below. We will comply within ONE calendar month
- **The right to be informed.** This means that we will tell you when we are collecting data about you and what it is being used for.
- **The right to rectification**. This means you can ask us to fix omissions and errors in your data
- **The right to erasure**. This means that you have the right to have information we hold deleted.
- **The right to restrict processing**. This means we can still hold the data, but can't use it.
- **The right to object**. This means you can object to processing of personal data under certain circumstances. If we had to ask for your consent, you are under no obligation to provide your consent during the recruitment process. You can withdraw consent at any time. Consent can be withdrawn by writing to the address below. However, if you do not consent to the College holding, processing and sharing your personal data during the recruitment process, the college will not be able to process your application.

If you have a concern about the way we are collecting or using your data, please contact us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

HEATHFIELD COMMUNITY COLLEGE DATA PROTECTION OFFICER CONTACT INFORMATION

PRIVACY NOTICE – Trainee Teachers

Data Protection Officer contact details: Sarah Oxenbury, Children's Services, East Sussex County Council. Schools.dpo@eastsussex.gov.uk

REQUESTING ACCESS TO YOUR PERSONAL DATA

In the first instance, you should **contact the Data Protection Lead** in writing at the address below. Subject access and other information requests should be made on the appropriate form and you will need to provide appropriate identification. Forms and guidance can be found on the Data Protection page of the website - here.

If you wish to contact us by email, please email DataProtection@heathfieldcc.co.uk . Please DO NOT contact the main office email address as we cannot guarantee your email will reach its intended destination in a timely way.

The Head Teacher / Data Protection Lead
Heathfield Community College
Cade St
Heathfield
East Sussex
TN21 8RJ
Tel: 01435 866066