

## **Privacy Notice for candidates**

### **Introduction**

The National Institute of Teaching is committed to protecting the privacy and security of personal data.

The General Data Protection Regulation (GDPR) 2018 and Data Protection Act 2018 (DPA) sets out the law relating to data protection and the way we handle your personal data is carried out in accordance with that law.

This privacy notice relates to the personal information we collect about you when you complete one of the expressions of interest forms on our website or enrol on one of our programmes.

For information about the data we collect when you visit our website, please refer to the 'privacy notice for visitors to our website'.

### **This privacy notice sets out the following information:**

- Our details
- DPO details
- The personal data we collect
- Why we use this data
- Special Category Data
- Our legal basis for using this data
- Collecting this personal data
- How we store this data
- Data Sharing - Who we share any personal data with and why
- Transferring data internationally
- Your rights
- Complaints

### **Our details**

We are the National Institute of Teaching (NIoT), a new specialist teacher development provider in England. Co-founded by the Harris Federation, Oasis Community Learning, Outwood Grange Academies Trust and Star Academies via the vehicle the School-Led Development Trust, NIoT will provide innovative teacher and school leader development programmes.

The National Institute of Teaching is the controller for the personal information we process, unless otherwise stated. This means that we are responsible for deciding how we hold and use the personal information we collect about you.

You can contact us [info@niot.org.uk](mailto:info@niot.org.uk)

## **DPO details**

It is the role of the Data Protection Officer to monitor internal compliance with data protection legislation and inform and advise the National Institute of Teaching of its data protection obligations.

If you have any questions about the information in this privacy notice or how we collect and process your personal data, please contact our Data Protection Officer.

Our Data Protection Officer is Shaun Dillon. You can contact the DPO at [s.dillon@niot.org.uk](mailto:s.dillon@niot.org.uk)

## **The personal data we collect**

### **Expression of interest forms:**

Personal data that we may collect using the expression of interest forms via our website and social media:

- Your personal data - Name, date of birth, address
- Your contact information - Email address, telephone number, contact preferences
- Your current employment status - Details of whether you are currently employed by a school in England
- Your teacher information - DfE teacher reference
- Your school information - Name of your current school, school URN, school contact number and address
- LEA area, school setting type, school phase, school specialism, number of pupils on the roll, percentage of free school meal pupils
- Your work experience - employment history, current job role/title, length of time in current post, leadership responsibilities, reference details (full name and email)
- Your educational records – qualification levels, grades
- Your status – your right to live and work in the UK, whether you currently hold teacher status

- Invoice information – who is paying for the course, their contact name, email address, telephone number and address
- Your preferences – which programme you are interested in, which phased of education you are looking at,
- Special requirements – disabilities, health concerns or learning requirements that mean that you require support to complete an application or enrol with us.

### **Application/enrolment on programmes:**

Personal data that we may collect from you if you complete an application/enrolment to one of our programmes will be the same as the above and the following:

- Programme and campus information – the programme and campus location you are applying for
- Personal information – any previous surnames you have been known by
- Special requirements – allergies, dietary requirements or additional support needs
- Programme suitability statement – the information you chose to provide to us in support of your application to enrol on the programme
- Marketing information – how you heard about our programme, whether we can contact you with details of other programmes
- Financial information – student loan information, account and payment information
- HR information – for some programmes (e.g. The ITT) a personnel file for all trainees to include contract information, financial/payment information, performance management information, appraisal records, grievance records (where applicable)

Special category data that we may collect about you if you enrol on one of our programmes:

- Medical and health information
- Ethnicity
- DBS criminal record checks information

### **Why we use this data**

NIoT collects personal data in order to manage its functions as a provider of education.

We use this data to:

- Contact you with information about the programmes that we offer

- Enrol you on to the programme you have selected to undertake
- Ensure you meet the entry requirements for the programme you are interested in
- Provide assistance with your application or during your programme of study
- Provide reasonable adjustments and meet our obligations under the Equality Act 2010
- Administer admissions waiting lists
- Carry out research for quality assurance and standards of our programmes
- Carry out research to improve our programmes
- Comply with the UK immigration and Visa requirements
- Meet your needs in terms of any special requirements or medical/health requirements during your programme of study
- Comply with our obligations set out by the DfE, regulators and other associated bodies.

## **Special Category Data**

If we collect and process any special category data such as ethnicity, religion or health information we will ensure that this is subject to additional safeguards and greater protection.

We will do this by ensuring that this information is not held in multiple locations on our secure systems and is not shared unless this is absolutely necessary.

Our lawful basis for processing special category data will be pursuant to Article 6(1)(b) UK GDPR where the processing is necessary for the performance of a contract with you as a learner enrolled on one of our programmes or in order to enrol you on to one of our programmes.

Pursuant to Article 9(2)(a) UK GDPR, processing of your special category data is carried out with your consent.

Extra care will be taken when collecting, processing or sharing special category data and, unless there is a legal reason preventing it, you will be informed before we share the data with any external organisations.

## **Our legal basis for using your data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- You have provided us with your information in order to express your interest in, or enrol on our programmes

Our main lawful basis for processing this information, pursuant to Article 6(1)(b) UK GDPR, is that we have a contractual obligation to offer the programme that you have enrolled on.

We may also process your personal information when we have your specific consent to do so, for example, where you have provided us with your marketing preferences.

Where you have provided your consent, you may withdraw or amend this at anytime by contacting us.

## **Collecting this personal data**

We collect information directly from you when you submit an expression of interest form via our website or apply to one of our programmes.

## **How we store this data**

We store all personal information on our secure network, using the AWS Amazon EU (Ireland) Cloud based secure storage.

All personal information is stored securely within the UK.

Whenever we collect or process your personal data, we will only keep it for as long as is necessary for the purpose for which it was collected. Details of how long we store your personal information are contained in our Retention Policy.

NIOT's Registers of Processing Activities (ROPAs) includes retention periods and will indicate the types of data which are archived for historical or statistical purposes.

## **Data sharing – who we share any personal data with and why**

We do not, and will not, sell your data to third parties.

NIoT will only share your personal data with third parties, if we are allowed or required to do so by law.

Where information is shared with third parties, we will seek to share the minimum amount of information necessary to fulfil the relevant purpose.

We may share your personal information with the following:

- Third party contractual service providers: to ensure the smooth running of our services and systems.
- Third party agents or service providers appointed by NIoT: to enable us to operate effectively.
- The DfE
- Validating partners for example but not limited to the University of Birmingham, to enable us to register you for a programme and for an award
- Third party appointed researches: to enable us to continue to provide the highest quality programmes (any personal information shared would be anonymised or pseudo-anonymised).

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law and ensure that the organisation outside the EEA is compliant with the GDPR. We do not currently transfer personal data to a country outside the EEA and don't propose to in the future but will liaise directly with any individuals if this becomes necessary.

## **Your rights**

### **Your right of access:**

Individuals have a right to make a 'subject access request' to gain access to personal information that the NIoT 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 the data we hold,
- 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.
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Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

**Your other rights:**

- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information that you think is incomplete. This right always applies.
- Your right to erasure – you have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing – you may have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing – you have the right to object to processing if the process forms part of our legitimate interests.

If you would like to make a request, please contact our Data Protection Officer (see details above in the 'Our DPO' section).

**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 DPO.

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