

Privacy Notice

This privacy notice sets out how West Berkshire District Council (the “Council”) will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process and share the data you give to us. It is written in accordance with the UK data protection legislation.

This notice relates to personal data collected under the education portal called SLA Online which schools use to purchase services from the Council, book training and register Early Career Teachers (“ECTs”).

This notice applies to potential, current and former customers of the service and those we have contacted but have opted not to partake in the service. It is important that you read this notice so that you know how and why we use information about you. It is also important that you inform us of any changes to your personal information so that the information which we hold is accurate and current.

Date of Issue:

Update History:

26 th July 2021	First issue of a new Privacy Notice

Directorate: Communities Service:
Education
Team: School Improvement and Governance
About the Organisation

The Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire District Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: Z6825178
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:

<http://info.westberks.gov.uk/dpofficer>

THE PERSONAL DATA WE HOLD ABOUT YOU

We will process the following personal data about you:

- Your full name
- Your job title
- Your organisation/school address ☒ Your email address ☒ Your telephone number.

In addition, we process the following personal data if you are an ECT completing your induction year through the West Berkshire Appropriate Body Service:

- Your date of birth
- Your Teacher Reference Number
- The date you were awarded QTS
- The name of the University or College where you completed your qualification, your subject/specialism and the qualification/award
- Your contract start date, contract type (full time or part time), contract length (permanent or temporary)
- The Key Stage and Year Group you are teaching

We may need to collect personal information which data protection legislation defines as special category data, such as dietary requirements for a course registration.

These details are collected and held on SLA Online which is hosted by Frontline Data and will be protected using up-to-date technical and organisational security measures.

SOURCE OF YOUR PERSONAL DATA

We collect the above information about you from the data you have entered to register as a SLA Online user, booking onto a training course or ECT registration through the ECT Appropriate Body Service

PURPOSE AND LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal bases for using personal data which are set out in the data protection laws.

We have set out below the different purposes for which we collect and use your personal data, along with the legal basis we rely on to do so.

Why we use your information	Our legal basis for using your information
<ul style="list-style-type: none"> • To set up user accounts to access SLA Online. • To process individual bookings for training and create training records • To manage the ECT induction and assessment process, including verification of 	<p>Performance of a contract: Article 6b of the General Data Protection Regulations (“GDPR”) namely processing is necessary for the performance of a contract to which the data subject is party or in order to</p>
Why we use your information	Our legal basis for using your information
<p>teaching qualifications and QTS status through the Department for Education’s Secure Access Portal.</p> <ul style="list-style-type: none"> • Course administration to contact you about an existing or future event • General enquiry or feedback where you may have contacted us requesting information about how to use SLA Online or with a query relating to a particular module or service. • Portal registration where we may send you information relating to your user account or how to access and use SLA Online • Event information relating to the ECT induction programme • To log a call with the SLA Online Helpdesk to resolve technical issues and system errors • Sharing your personal data with contractors, as set out below, so that the Council can provide the service. Only data that is relevant to the particular function the contractor is performing is shared. 	<p>take steps at the request of the data subject prior to entering into a contract.</p> <p>Public Task: Article 6e of the GDPR namely the processing is necessary for the performance of a task carried out in the public interest. We need to collect the data to fulfil the Council’s duties acting as an Appropriate Body under legislation, Sections 135A, 135B and 141C(1)(b), of the Education Act 2002 and associated Education (Induction Arrangements for School Teachers) (England) Regulations 2012.</p> <p>Consent: Where you have provided. your consent for us to use your personal data in this way. If you do not wish the Council to process your personal data, it will be unable to establish a contract to provide the service for you. User accounts, training bookings and ECT registration cannot be created and processed if you do not provide the information required.</p>

SHARING YOUR PERSONAL DATA

Your data is accessible internally to Council staff with system administration rights to manage user accounts and access to the portal. It is also shared with the Human Resources team to manage

course bookings and administration. Schools have nominated users with administration rights (usually the School Business Manager or Finance Officer) to manage and create accounts.

The Council's ECT Induction Team will use your data to complete the ECT induction and assessment process. Your school Induction Manager will have access to your ECT record as part of the induction and assessment process.

We may share your personal data with third parties where it is necessary for the delivery of the service.

The third parties we will share your personal data with are set out below: -

- The school you work in even if it is an academy school or independent school that have bought into the service.
- Teaching Regulation Agency* (<https://teacherservices.education.gov.uk/>) solely for the purpose of fulfilling the statutory guidance, that the Council, as the Appropriate Body, is required to provide the Teaching Regulation Agency with details of ECTs who have started; completed (satisfactorily or not); require an extension; or left school partway through an induction period

*only applicable to ECTs completing their induction year through the West Berkshire Appropriate Body Service.

- Frontline Data the software provider solely for the purpose of resolving system faults or queries logged via the SLA Online Helpdesk. Their privacy notice can be found at: <https://www.frontlinedata.co.uk/DataProtection/Privacy>

RETAINING YOUR PERSONAL DATA

Your personal data will not be kept longer than necessary. ECT Assessment records and reports are retained for 6 years from the date the induction is completed to meet the requirements of the Induction for newly qualified teachers (England): Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies.

You can check how long the Council will keep each type of data against our retention schedule (www.westberks.gov.uk/retention).

YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
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- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.
- Withdraw consent to the processing of your personal data at any time, where processing is based on your consent. To withdraw your consent, please contact our Data Protection Officer using the contact details below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

HOW TO MAKE A REQUEST

If you wish to make a request associated with any of the rights listed above, contact the Council using the contact details at the top of this notice.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the UK or by an international organisation.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. Further information can be found at: <https://ico.org.uk/make-a-complaint/your-personalinformation-concerns/>

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

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