

AB Privacy Policy Notice

The policy: This privacy policy notice is for the web-based ECT Manager, provided through Odyssey Teaching School Hub Appropriate Body Service and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

Policy key definitions:

"I", "our", "us", or "we" refer to the business, Odyssey Teaching School Hub
"you", "the user" refer to the person(s) using this website.

GDPR means General Data Protection Act.

PECR means Privacy & Electronic Communications Regulation.

ICO means Information Commissioner's Office.

Cookies mean small files stored on a users computer or device.

Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful basis.

Data Collection

What data do we collect?

Personal data that we collect, use, store and share (when appropriate) about individuals will depend on their role in the process, and may include, but is not restricted to:

- Account username
- Name (& any previous names)
- Telephone numbers
- Address
- Email address
- Date of birth
- Teacher Reference Number
- Qualified Teacher Status information
- Name of employing organisation
- Nature of contract with employing organisation
- Name of previous schools at which Statutory Induction was served
- Start date of induction
- Qualifications (training information)
- Record of completing ECT induction training
- Lesson observation forms
- Teacher standards evidence forms
- Professional review forms

- Assessment forms
- Personal support plans
- Records of emails and telephone communications

What is the data being used for?

The primary purpose of collecting data is to ensure that we can inform the Teaching Regulation Agency of any ECT's progress towards passing their induction year. We also use the details to ensure that any ECT contract meets the requirements of the Statutory Guidance for ECTs.

Who will the data be shared with?

The data that is shared beyond the ECT team is with the Teaching Regulation Agency. This is necessary to update records on the TRA's database. We will share the following data with the Teaching Regulation Agency:

- Teacher Reference Number
- Surname
- First Name
- Date of Birth
- Induction Period Start Date
- Induction Period End Date (date of pass or date of leaving establishment)
- Induction Outcome (Pass or Fail)
- Induction Period Number of Terms (number of assessment periods completed)

Data is shared with the TRA in order that the TRA are aware which Appropriate Body an ECT is registered with, how many assessment periods have been completed and what is the outcome of induction.

If an ECT moves schools and registers for induction, we are obliged to share any completed assessments with the school and the Appropriate Body that they use for ECT Induction. We will not share any data with any other third parties unless we are required or permitted to do so by law or without further consultation.

How we store this data?

Personal data on ECT Manager is stored securely and backed-up by Evolution Internet Ltd. We will hold your personal data for as long as it is necessary to fulfil the purposes for which it was collected. We will retain personal data for 6 years after the date of induction completion in line with the statutory recommended minimum period. After 6 years the data will be permanently deleted from ECT Manager and cannot be retrieved.

Your individual rights

Under the GDPR your rights are as follows:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Internet cookies

ECT Manager uses cookies to provide you with a better user experience. This is done by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third-party website.

Some cookies are required to enjoy and use the full functionality of the website.

The system uses a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. To the best of our understanding our methods meet the GDPR compliance requirement.

Marketing consent?

Users can opt out of marketing emails at any time on the ECT Manager system. For further information about how Odyssey Teaching School Hub uses your personal data, including your rights as a data subject, please see our Privacy notice on the website.

Data Protection Officer

The Data Protection Officer can be contacted on:

Geoff Worth
Data Protection Officer
Pate's Grammar School
Princess Elizabeth Way
Cheltenham GL51 0HG