



PRIVACY NOTICE

About this document

Red Kite Teacher Training (RKTT) 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). It applies to all applicants, candidates, interns and trainees but does not form part of any contract of employment or other contract to provide services.

Red Kite Learning Trust is the Data Controller of the personal information you provide to us. As part of Red Kite Learning Trust, RKTT is 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.

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. These are data about ethnic origin, criminal proceedings or convictions.

We will collect, store, and use the following categories of personal information about you:

Information Collected	Required for enquiries or events	Required for School Experience	Required for Applications	Required for Admissions	Collected during the ITT course
Name	X	X	X	X	
Personal email address	X	X	X	X	
Address details			X	X	
Telephone number			X	X	
Nationality			X	X	
Gender			X	X	
Academic qualifications		X	X	X	
Date of birth			X	X	
Employment history (including job titles, work history, working hours and professional memberships)			X	X	
Education history including schools, colleges, universities attended		X	X	X	
Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)			X	X	
Information about your race or ethnicity				X	
Information about any declared disability				X	
Information about criminal convictions and offences				X	
Appropriate references including good conduct abroad				X	
Professional skills test results				X	
National Insurance number				X	
Copy of driving licence/Passport/identity documents/ marriage / adoption or birth certificates / change of name by deed poll				X	

Previous names or surname at birth				X	
Information for an enhanced DBS and barring checks including previous address history				X	
Bank account details – for payment of bursary subject to eligibility				X	
Alternative contact name, address, email or contact number				X	
Photographs				X	X
Placement school names, locations, email or mentor information					X
Review & assessment outcomes					X
Survey responses					X
Employing school information					X

Note: the data requirements will build as you progress with your ITT application and training with Red Kite.

How is your personal information collected?

We collect personal information about individuals through the application and recruitment process, either directly from applicants, candidates, interns and trainees, via the UCAS admissions system or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, educational establishments or ask for additional information for third parties to complete essential safeguarding checks.

We will collect additional personal information in the course of job-related or training-related activities throughout the period of you training with us.

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 you, training you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

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.

The following activities are carried out by third-party service providers: payroll, administration and IT services. In addition, data may be shared with the following third parties: University of Leeds, Department for Education, Student Finance, Ofsted, External Moderator and External Auditor.

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.

Data will also be shared with the schools that you are placed in.

Transferring information outside the EU

We will transfer the personal information we collect about you to service providers based outside the EU, in order to perform our contract with you. These will include: Dropbox and Microsoft Office 365. We will ensure that your personal information receives an adequate level of protection and is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection.

Security

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. Please see the Red Kite Learning Trust's ICT Policy which includes details on records management and data handling practices.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, compliance or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Rights of access, correction, erasure, and restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

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

- Request access to your personal information (commonly known as a "data subject access request").
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.
- Object to processing of your personal information.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to another party.

Contact

For further information about your rights, or if you have any questions about this privacy notice or how we handle your personal information, please contact our Data Protection Officer: Mr David Noble at DPO@rslt.co.uk.

Red Kite Learning Trust, Arthurs Ave, Harrogate HG2 0DZ, 01423 531127

Privacy Policy Changes

Although most changes are likely to be minor, Red Kite Teacher Training may change its Privacy Policy from time to time, and in the Red Kite Teacher Training's sole discretion.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.