



2021-22 Privacy Notice – End Point Assessment (GDPR)

Under data protection law, individuals have the right to be informed about how Community First Academy Trust trading as Kingsbridge Teacher Training SCITT uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you during and after your working relationship with us in accordance with the General Data Protection Regulation (GDPR).

Community First Academy Trust (CFAT) is the 'data controller' for the purposes of GDPR. CFAT is registered as a data controller with the Information Commissioner's Office

The personal data we hold

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).

Personal data that we may collect, use, store and share (when appropriate) about you includes:

- Personal contact details such as name, title, addresses, telephone numbers and school email address
- Date of birth
- Characteristics, including gender and ethnicity
- Results of qualifications
- Location and employment of workplace
- Start and end dates (of apprenticeship)
- Observation records and assessment data

We collect personal information about apprentices through your apprenticeship provider and employing school.

Why we use this data

We will only use your personal information where the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you or your ITT Training Provider
- Where we need to comply with a legal obligation
- 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:

- Where we need to protect your interests (or someone else's interests)
- Where it is needed in the public interest or for official purposes

Why we collect and use this information

We use data to manage the day-to-day operation of the End Point Assessment and SCITT. In particular, it is used to:

- report to ESFA (Education and Skills Funding Agency)
- report the outcome of your EPA to the Apprenticeship Service
- defend legal claims
- Data sharing

We will share your data with certain third parties to fulfil legal requirements, obtain or provide necessary information or because the third party processes data on our behalf. We will only do this where it is legally required. When we appoint third parties to process data on our behalf, the third party is also required to process the data lawfully and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.

These third parties include:

- Your ITT Provider and Employing School
- The Department for Education – *for statutory reasons*
- Professional advisers and consultants
- Ofqual (The Office of Qualifications and Examinations Regulation) – *for external quality assurance*
- Governance colleagues, Financial organisations and auditors – *to enable us to comply with our governance and audit obligations*
- Professional bodies, e.g. ESFA (Education and Skills Funding Agency)

How data is stored

Your data will be stored securely in your apprentice file, in electronic records within our secure IT system (ACE 360 Management Software and our MS Teams Platform), including email.

Your data will not be shared with any organisations outside of CFAT and its Governance Headteacher Board and their data processors or used for any purposes other than those described above or as set out in the full Data Protection Policy.

We retain most records relating to your apprenticeship on your apprentice file for seven years after your assessment has ended. This is to ensure that the CFAT can provide information to government agencies and regulators.

Requesting access to your personal data and your rights regarding personal data

Under data protection legislation, you have the right to request access to information about you that we hold.

If you wish to discuss the information we hold and share about you then please contact a Partnership Manager. You have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To see your full rights, please refer to the Data Protection Policy. To exercise any of these rights, please contact CFAT's data protection officer, Craig Holden.

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 you have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact CFAT's data protection officer, Craig Holden c.holden@cfat.org.uk

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 write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF