

# Croydon Early Career Teachers Privacy Notice

## 1. Introduction

This Notice explains how we collect, use and store personal data about individuals who are registered with London Borough of Croydon as an Appropriate Body for the purpose of Early Career Teacher (ECT) Induction. It also details of the third parties to whom it may be passed on to when carrying our statutory functions, and any other activity involving our use of your personal data, such as collecting, storing, sharing, and its secure disposal.

The data is processed by Croydon Council's ECT and Education Business Services Team.

## 2. What Information is collected

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 ECT induction was served;
- Start date of induction;
- Qualifications (training information);
- Record of completing ECT induction training;
- Professional review forms;
- Assessment forms; and/or
- Records of emails and telephone and/or written communications.

## 3. Who we share the Information with

The data that is shared beyond the ECT team is with the [Teaching Regulation Agency](#) (TRA). This is necessary to update your 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;

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- Induction Period End Date (date of pass or date of leaving establishment);
- Induction Outcome (Pass or Fail); and/or
- 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 you move school and register 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 your data with any other third parties unless we are required or permitted to do so by law.

The Council may need to share your information for the purposes of child and/or adult safeguarding and for the prevention of fraud and/or other related investigations, this may include for example (non exhaustive list) the Police, other local authorities, Department of Work and Pensions.

#### **4. The purposes and legal basis for the processing:**

The primary purpose of collecting data is to ensure that we can inform the Teacher Regulation Agency of your progress towards passing your induction year.

The lawful basis of processing your data is Article 6 (e) Public task, as the processing is necessary for the London Borough of Croydon as an Appropriate Body to process this data to support the Council's statutory functions in respect of ECT Induction requirements as required by Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies, revised March 2021 under Sections 135A, 135B and 141C(1)(b), of the Education Act 2002 and The Education (Induction Arrangements for School Teachers) (England) Regulations 2012 as amended.

#### **5. Storing the information:**

We will hold your personal data for as long as it is necessary to fulfil the purposes for which it was collected. Your information will be processed within the UK. We will retain ECT 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 securely disposed of.

Where the Council engages third parties to process personal data on its behalf such parties do so on the basis, of written instructions and will be required to have appropriate technical and organisational measures to ensure the security of data in accordance with the Council's policies.

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### 8. Service Contacts, Requesting access to your Personal Data, and Complaints

If you wish to discuss how your data is being processed, please contact [christine.lonsdale@croydon.gov.uk](mailto:christine.lonsdale@croydon.gov.uk); if you feel the information we hold on you is inaccurate, you can ask for it to be corrected. If your data is incomplete or out of date, you can ask us to update it.

Under GDPR and the Data Protection Act 2018, you have the right to request access to information that we hold. To make a request for your personal information, contact the Council's Information Management Team at [SAR@croydon.gov.uk](mailto:SAR@croydon.gov.uk).

If you believe that we have not complied with your data protection rights, you can complain to our Data Protection Officer at [DPO@croydon.gov.uk](mailto:DPO@croydon.gov.uk).

### 9. The right to lodge a complaint with the ICO:

If you believe that we have not complied with your data protection rights, after contacting our Data Protection Officer, you can complain to the Information Commissioner, Further information can be found on the Information Commissioner website <https://ico.org.uk/>.

### 10. Council's Corporate Privacy Notice

You can find our corporate privacy notice at [www.croydon.gov.uk/council-and-elections/privacy-and-open-data/privacy-notices/corporate-privacy-notice](http://www.croydon.gov.uk/council-and-elections/privacy-and-open-data/privacy-notices/corporate-privacy-notice)