Privacy Notice for NQTs registered for Newly Qualified Teachers Induction with Kyra Teaching School Alliance (Lead school: Mount Street Academy)

The personal data we may hold:

Personal data that we may collect, use, store and share (when appropriate) about NQTS includes, but is not restricted to:

* contact information, date of birth, TRN (Teacher Reference Number), Date QTS awarded.
* records of progress towards completion of NQT Induction year. This may include forms completed by NQT, mentors, induction coordinator, Headteacher such as; induction assessment forms, individual action plans, observation records, cause for concern records and action plans.

We may also collect, store and use information about you that falls into ‘special categories’ of more sensitive personal data.

* Record of employment attendance during the Induction year, including reason for absence.

Why we use this data:

We use this data to fulfil our statutory obligation as an appropriate body in order to:

* independently quality assure the NQT process for each individual registered with us.
* to register the NQT with Kyra as the appropriate body on the TRA (Teaching Regulation Agency) database.
* to ensure that the NQT has received sufficient support and their full entitlement during their induction period.
* we may also use your contact details to notify NQTs and schools of professional development opportunities relating to NQT positions.

**Our lawful basis for using this data:**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

* comply with a legal obligation. Our statutory duty as an appropriate body can be found in the [Induction for newly qualified teachers (England) Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696428/Statutory_Induction_Guidance_2018.pdf)

Less commonly, we may also use personal information about you where:

* you have given us consent to use it in a certain way.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify Kyra TSA use of your data.

How we store this data:

We create and maintain a file (paper copy & electronically) for each NQT, this information is also summarised on a master NQT Induction database, which is password protected. The information we hold is kept secure and is used for purposes relevant to your NQT induction.

Data sharing:

We do not share information about NQTs with any third party without consent unless the law and our policies allow us to do so. We are required to share information regarding your induction period with:

* The Teaching Regulations Agency.
* other appropriate bodies whom an NQT may be registered with following deregistration with Kyra as an appropriate body.
* schools who employ an NQT part way through their induction, with the NQTs explicit consent.

**Your rights:**

**How to access personal information we hold about you**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

* give you a description of it
* tell you why we are holding and processing it, and how long we will keep it for
* explain where we got it from, if not from you
* tell you who it has been, or will be, shared with
* let you know whether any automated decision-making is being applied to the data, and any consequences of this
* give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact your school data protection lead, see   
Contact Us below.

**Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

* object to the use of your personal data if it would cause, or is causing, damage or distress
* prevent your data being used to send direct marketing
* object to the use of your personal data for 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 exercise any of these rights, please contact your school data protection lead, see   
Contact Us below.

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

To make a complaint, please contact our school data protection lead or Trust data protection officer.

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.

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

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the

**Kyra Data Protection Lead:** Jude Smith, [jude.smith@kyrateachingschool.com](mailto:jude.smith@kyrateachingschool.com) 07769661479

or our **Trust data protection officer**: Claire Wilkins**,** [**cwilkins@cfbt.com**](mailto:cwilkins@cfbt.com)**,** 0118 902 1637.