

PRIVACY NOTICE

Halton Borough Council acting as the Appropriate Body for Newly Qualified Teachers

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to Jonathan.Greenough@halton.gov.uk

We collect and hold information about you in order to

- Register you with the Teaching Regulation Agency (TRA)
- Ensure you have Qualified Teacher Status (QTS) and are eligible to teach

Why do you need my information?

- To register you with the TRA
- To ensure your induction period is accurately recorded and the duration is accurate.
- To ensure assessments are provided for each period of induction from within Halton or other local authorities or teaching schools
- To provide the Appropriate Body with information and an overview of routes into teaching by NQTs

The lawful basis on which we use information?

We collect and use this information on the lawful basis of **Public task**: the processing is necessary for HBC to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law - Sections 135A, 135B and 141C(1)(b), of the Education Act 2002 and associated Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

Do I have to provide this information and what will happen if I don't?

If we do not collect this information you cannot be registered with the TRA as a NQT serving a period of induction in a school in Halton.

Who will my information be shared with?

Your information is shared with the TRA for registration and eligibility to teach requirements. Collated routes into teaching information may be shared with the TRA and ITE providers.

How long will you keep this information for and why?

It is recommended that assessment reports are retained by both the institution and the appropriate body for a minimum of six years. NQTs are advised to retain the original copies of their own assessment reports. We will also retain your registration form information for six years.

How will my information be stored?

Your information is stored on a secure password protected laptop by the named person at the appropriate body and their administration support colleague.

This information will not be used to take automated decisions about you.

Your data will not be transferred abroad.

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right of Access - you have the right under the General Data Protection Regulation 2018 to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk