



Privacy Notice

Kent Teaching School Hub (KTSH)

(how we use information of individuals registered with KTSH)

v2.0

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that is held about them. We, the Tenax Schools Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

Kent Teaching School Hub is committed to keeping your information secure and managing it in accordance with our legal responsibilities under data protection law. The Trust aims to ensure that all personal data is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The Tenax Schools Trust is the Data Controller for the purpose of the data protection law and is registered with the Information Commissioner's Office (ICO), the UK's regulatory body.

This privacy notice explains how we collect, store and use personal data about individuals who are registered with the Kent Teaching School Hub for the ECT programme, NPQ programmes, Wider CPD programmes and appropriate body services.

The categories of personal information we collect, process, hold and share include:

- Personal identifiers, contacts, and characteristics (this includes names, contact information, data regarding gender, religion, or ethnicity)
- Employment records, including references
- Teacher reference number
- Qualifications
- Assessment data and feedback

Why we collect and use this information

We process personal data provided to us directly by you for the following purposes:

- As part of applications for National Professional Qualifications (NPQ)
- As part of early career framework-based induction
- As part of school-based initial teacher training (ITT)
- As part of the appropriate body services for early career teachers

We use your information, from both yourself and third parties, for the following reasons:

- To comply with statutory reporting to the Department for Education
- To fulfil data sharing requirements with our training partners, including Ambition Institute
- To monitor training and development
- To determine programme delivery e.g., number of cohorts

- To create user accounts for your learning
- To subscribe users to our service or publications, including event invites and product or services marketing.
- To provide us with feedback

The lawful basis on which we process this information

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
- carry out a task in the public interest

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

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)

The Trust may also process data for the establishment, exercise or defence of legal claims.

Some of the reasons listed above for collecting and using personal data overlap and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. If there is processing or sharing that relies on consent, we will make this clear to you. Where you have a choice, you may withdraw your consent at any time.

Storing this information

We hold your personal data securely for the set amount of time shown in our record retention schedule. For more information on our record retention schedule and how we keep your data safe please refer to our Data Protection Policy and our Records Management Policy which are available on the Tenax Schools Trust website tenaxschoolstrust.co.uk/our-policies

Securing this information

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Sharing your information

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Teaching Schools Hub Council
- ECF, NPQ and ITT Delivery Partners, including Ambition Institute

- Partner Schools
- Appropriate Body Assessors
- Other departments within the Teaching School Hub
- Department for Education
- Local authorities
- Third party consultants*

*We ensure that all third parties that we share your data with are compliant with GDPR regulations and have appropriate policies and procedures in place.

We may also share personal information with law enforcement or other authorities where required by law, for the prevention and detection of crime, or required to safeguard children, young people or other vulnerable groups.

Transferring data internationally

Where the Trust transfers data to a country or territory outside of the European Economic Area, it will do so in accordance with data protection law.

Your rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to change any information we hold about you that you think is not accurate or complete
- Object to direct marketing
- Withdraw consent for processing or retaining data (where relevant)

Depending on our reason for processing or retaining your data, you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions that significantly affect you being made by automated means
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

If you would like to exercise a right, please contact the Data Protection Officer.

Contact details

If you have any questions or any concern about our data processing, please raise this with our Data Protection Officer in the first instance.

You can contact the Data Protection officer via email at DPO@tenaxschoolstrust.co.uk or write to Data Protection Officer, Tenax Schools Trust c/o Bennett Memorial Diocesan School, Culverden

Down, Tunbridge Wells, TN4 9SH.

If you feel we have not used your information in the right way you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk/concerns/> or by telephone on 0303 1231113

Changes to this notice

We may need to update this privacy notice periodically. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. This version was last updated 1 July 2025.