

Privacy Notice

Teach Kent and Sussex

(how we use information of ITT Trainees)

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.

Teach Kent and Sussex 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 trainees who are registered with Teach Kent and Sussex. This should be read in conjunction with our general workforce privacy notice.

APPLICANTS

Applications to Teach Kent & Sussex initial teacher training courses are made via either the Department of Education [Apply](#) portal or through the Ambition [teacher training](#) portal.

Teach Kent & Sussex hold a login for each lead school and download and print your applications from the UCAS secure portal. The information we receive includes your name, address, date of birth, contact details, UCAS ID, gender, any disability/special needs, country of birth, nationality, education history and qualifications, work history, referees and your personal statement. Items highlighted in bold are sensitive data and are subject to enhanced security procedures. We are required to process the data provided for the purposes of safeguarding children and in the public interest. This is a legal obligation insisted on by the Department for Education (DfE).

What will we do with the information we receive?

All of the information we receive will only be used for the purpose of progressing your application, and if you are successful, to deliver our course or to fulfil legal or regulatory requirements as necessary. We will use your contact details to contact you to progress your application and will use the other information received to assess your suitability for the course.

We will not share any of the information we have received to any third parties for marketing purposes. The information we receive will be held securely by us and any of our data processors whether the information is in electronic (computerised) or physical (paper) format.

What information do we use and why?

We do not hold more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information is used to assess your suitability to train to teach. You have the right to object to our

processing of your data. However, this would mean that we would not be able to progress your application any further.

Initial Stage

During the initial stage of the process, your application will be reviewed internally by Teach Kent & Sussex and our lead schools. Your details will be added to our database of applicants. Should your application be unsuccessful at this stage, your paper application will be kept on file for 6 months to enable us to provide any feedback that you may wish to receive as an applicant. Any details we have entered onto our automated (computerised) system will be held until the first day of the course start date (September each year), at which point the data will be deleted. Our recruitment and administration teams will have access to all of this information. All of our staff are trained in data protection and receive regular training on GDPR compliance. No further processing of your data will take place until the time of deletion.

Sharing of your data:

At this stage we will not be sharing any of your data outside of Teach Kent and Sussex and our lead schools

Stage two

At this point you will be invited to an interview in one of our partnership schools. In order for us to progress your application further we need to share your full application with the interviewing school Headteacher or Professional Mentor, along with your basic details (limited to name) to the school administration team and any teaching staff that will be participating during the day. Any computerized documents will be password protected. During the day, information will be generated by you and us, for example, interview notes and any tests that you may be asked to complete.

We are required to confirm the identity and proof of address of applicants and evidence of required qualifications. At this point you will be asked to provide the following (copies will be made and held on file):

- Passport or driving licence (photo ID)
- Recent utility bill/bank statement/Council tax bill (proof of address)
- Proof of your qualifications

These are required to enable us to make you an offer of a place, should you be successful. At the end of the day, all paperwork is returned to the offices of Teach Kent and Sussex. No copies of your data remain at the school in which you were interviewed. Any data that was provided to the school by electronic means is deleted at the end of the interview day.

Sharing of your data:

At this stage we will be sharing your data with school staff within our partnership.

Stage three

Should your application be unsuccessful, we will inform you using your contact details held. Your paper application and all interview documents will be kept on file in full format for 6 months to enable us to provide any feedback you may request. Any details we have entered onto our automated (computerised) system will be held until the first day of the course start date (September each year) at which point they will be anonymised. This data will be held in a format that does not allow identification of the applicant, and is kept to allow Teach Kent & Sussex to provide required data to the DfE on request. All copies of your ID, proof of address and qualifications will be securely destroyed at the point of being informed of your application not

being successful.

Sharing of your data:

If you were unsuccessful, we will not be sharing your data any further.

Should your application be successful, we will inform you using your contact details held. Your application, interview documents, ID, proof of address and qualifications will be kept on file in full format for 6 years; this period is set by the DfE and is a legal requirement. If you are on the salaried route, we will also require a copy of your contract with your employing school. At this point, we will require further processing of your information and to collect further information in order to provide the course to you. We will also need to share your information with some third parties:

- We will ask you to complete a criminal records declaration in lieu of your DBS application - this is to ensure that you meet the criteria to train.
- We will provide your details to our contracted DBS service in order to complete an enhanced DBS check. This is to ensure safeguarding of the pupils within our partnership schools.
- We will ask you to complete a questionnaire about your health - this is to establish your fitness to train to teach, and these details are forwarded to external provider for occupancy health services
- We will ask you to complete a 'disqualification declaration' - this is to ensure safeguarding of the pupils within our partnership schools.
- We will ask for emergency contact details. This allows us to know who to contact in case of emergency.
- We may ask for your bank details. This only applies if you are entitled to a bursary or any other payment that we may need to make.
- We will provide your details to our university partner (this only applies if you are completing our PGCE course). This is to enable your enrolment with the university to provide your qualification and to allow you to submit assessments and use the library facilities.
- We will enter your details onto the DfE DMS secure portal. This is to generate your Teacher Reference Number and to notify the DfE that you are entering into the profession.
- We will enter your attendance details onto SLC (Student loans company) secure portal if you are in receipt of student finance. This is to enable you and us to receive payments.
- We will use your basic information to provide administrative processes and to deliver the course, such as sign in sheets, grading systems, to provide you with a Teach Kent & Sussex 'Pebble Pad' VLE login, to enable you to gain access to the portal and provide you with course content and any other provisions you may need to complete the course.
- We will provide our bank with your banking details so that you can receive the bursary
- For salaried trainees we will require a copy of your contract with your employing school.
- Should any health issue be raised we will need to send your details, including that of your condition, to Occupational Health. This will only be done with your consent.

Sharing of your data:

In order to confirm your place on the course, it is necessary for us to share your data with the following recipients:

- DBS Service
- DfE DMS
- University partner (if applicable)
- Partnership schools - limited to the schools in which you will be training

- Student Finance (if applicable)
- Our Bank (if applicable)
- Our tutoring team
- Our mentoring team
- If any health issues are raised, we may need to make a referral to Occupational Health.

What will we do with the information we hold?

All of the information we hold will only be used for the purpose that it was originally collected; that being to enable us to deliver the course or to fulfil legal or regulatory requirements as necessary. We will use your contact details to contact you for the purpose of your training.

We will not share any of the information we have received to any third parties for marketing purposes. The information we receive will be held securely by us and any of our data processors whether the information is in electronic or physical (paper) format.

What information do we use and why?

We do not hold more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The retention period for people that have commenced training is 6 years, this is set by the DfE and is a legal obligation.

The information we hold includes:

- Your basic information: name, address, date of birth, contact details
- UCAS ID
- Gender
- Disability, special needs & medical conditions
- Country of birth
- Nationality
- Education history and qualifications
- Work history & referees
- Your personal statement
- Criminal declaration forms
- DBS check details, including number & issue date - this is to ensure safeguarding of the pupils within our partnership schools
- Medical declaration forms and sick forms issued by your GP - this is to establish your fitness to train to teach and to assure your well being
- Details of results of your teaching practice grades from lesson observations and other assessments we undertake as part of your training.
- Details of your assessment results from the university (PGCE trainees only)
- Email trails
- Details of any support plans
- Details of any disciplinary action/issues
- Detail of any grievance procedures involving you as contained in our grievance policy.
- Details of any appeals process involving you
- Details of any payments made to you

- Details of any payments received from you
- Details of any invoices which we raise for you
- Details of any SLC payments received in respect of your fees
- Attendance data, including confirming your attendance on SLC
- Passport or driving licence (photo ID)
- Recent utility bill/bank statement/Council tax bill (proof of address)
- Proof of your qualifications
- A copy of your completed 'disqualification declaration' - this is to ensure safeguarding of the pupils within our partnership schools.
- Your emergency contact details - so we know who to contact in case of emergency.
- Your bank details - this only applies if you are entitled to a bursary or any other payment that we may need to make.
- For salaried trainees we will require a copy of your contract with your employing school.

Items highlighted in bold are sensitive data and are subject to enhanced security procedures. We are required to process sensitive data for the purposes of public interest, as expected of us by the DfE.

The information is used to deliver your teacher training.

Sharing of your data

We will be sharing your data with the following recipients:

- DfE DMS.
- University partner (if applicable)
- OIA (Office of the Independent Adjudicator) - in the event that you raise a complaint
- Partnership schools - limited to the schools in which you will be training.
- Student Finance (SLC) (if applicable).
- Our Bank (if applicable).
- Our lecture team
- Our tutoring team
- Our mentoring team
- Our auditors
- If any health issues are raised, we may need to make a referral to Occupational Health.

FORMER TRAINEES

What will we do with the information we hold?

No routine processing of your data is performed and is only held to fulfill our legal obligations, or to help with the fulfilment of a contract on your behalf. For example, when asked to provide a reference for employment.

What information do we hold and why?

We are required to keep information on our former trainees, whether the course was completed or not. This is a legal obligation. The DfE require that your file is kept for 6 years following commencement of the course. Your complete file is made up of a physical (paper) file and electronic records. Data is minimised to the least amount possible and will include:

- Your basic information: name, address, date of birth, contact details (on application form)
- UCAS ID (on application form)
- Gender (on application form)
- Disability, special needs & medical conditions (on application form)
- Country of birth (on application form)
- Nationality (on application form)
- Education history and qualifications (on application form)
- Work history & referees (on application form)
- Your personal statement (on application form)
- Details of results of your teaching practice grades and formal assessment outcomes.
- Details of your assessment results from the university (PGCE trainees only)
- Email trails - these are deleted instantly, unless the content will form part of your overall file, for example in the event of a support plan, appeal, grievance or disciplinary issue
- Details of any support plans
- Details of any disciplinary action/issues
- Details of any grievance raised through our grievance policy
- Details of any payments made to you
- Details of any payments received from you
- Details of any invoices which we raise for you
- Details of any SLC payments received in respect of your fees
- Attendance data, including confirming your attendance on SLC
- Passport or driving licence (photo ID)
- Recent utility bill/bank statement/Council tax bill (proof of address)
- Proof of your qualifications
- A copy of your completed 'disqualification declaration' - this is to ensure safeguarding of the pupils within our partnership schools
- For salaried trainees we will require a copy of your contract with your employing school.

Items highlighted in bold are sensitive data and are subject to enhanced security procedures. We are required to process sensitive data for the purposes of public interest, this is set upon us by the DfE.

Sharing of your data

At this point, your data will only be viewed by DfE, Ofsted or other government bodies in the event of an

inspection, or to provide a reference for employment.

PEOPLE WHO REGISTER AN INTEREST AT ONE OF OUR RECRUITMENT EVENTS

At our events, we hold a paper record that you can opt to join to keep informed and up to date on our courses. This data is held as a paper record and will be used to contact you to provide any additional information we have on our courses. You can ask to be removed from this list at any time. The information is limited to:

- Name.
- Address.
- Telephone number.
- Email address.

The information will only be held up until the start date of the course for which you registered an interest. After this the data will be securely destroyed. Your consent is always required in order for us to store and use your data and you have a right to withdraw your consent at anytime.

PEOPLE WHO CONTACT US TO EXPRESS AN INTEREST IN OUR COURSE and/or WHO WISH TO ARRANGE A SCHOOL EXPERIENCE VISIT:

If you call our office for information on our course, we will hold the following details:

- Name.
- Address.
- Telephone number.
- Email address.
- Qualifications.
- Details of university attended.
- Details of your school experience.

This information will be held until the start date of our course, at which point it will be securely destroyed. Your consent is always required in order for us to store your data, and you have the right to withdraw your consent at any time.

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 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.

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.