# Privacy Notice: Teaching School Hub

**The Sheriff Partnership**

**Home of Coventry and Central Warwickshire Teaching Trust Hub**

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| *Review date* | Summer term 2026 |
| *Review period* | Annual by SLT |
| *Next Review date* | Summer term 2027 |
| *Reviewed by* | Nicola Dandy |

Coventry and Central Warwickshire Teaching School Hub (CCWTSH) works in partnership with UCL (University College London) and the Gateway Alliance. We are committed to keeping your information secure and managing it in accordance with our legal responsibilities under data protection law. Under data protection law, individuals have a right to be informed about how organisations use any personal data that they hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals who have booked Courses and Events through the CCWTSH web site and online booking routes.

## Who are we?

Coventry and Central Warwickshire Teaching School Hub
c/o Lawrence Sheriff School
Clifton Road
Rugby
Warwickshire
CV21 3AH

Lawrence Sheriff School is registered as the Data Controller with the Information Commissioners Office (ICO); Registration Number: Z6157589

You can contact CCWTSH at tshub@lawrencesheriffschool.com

## What is a Privacy Notice?

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

In registering /applying for a place on an event or programme with CCWTSH, you are agreeing to the collection and sharing of personal data in accordance with this privacy notice.

## What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

## Why do we collect information?

Personal data will be processed to allow CCWTSH to:

- Book individuals on to events & courses
- Correspond with individuals about events & courses
- Ensure access for individuals at events
- Ensure food safety
- Provide registers for events
- Provide trainers, facilitators and providers with information about events & courses
- Send invoices for events and bookings
- Monitor performance of each provider
- Deliver Quality Assurance (QA) of each provider
- Evaluate the effectiveness of the CPD and events
- Understand the characteristics of who accesses, completes and benefits from it and in what way, and who does not
- Understand the outcomes for participants, schools and pupils and any opportunities to improve these outcomes.
- Provide anonymised reports of attendance at CPD overtime
- Complete anonymised reports for impact of CPD events for CCWTSH, Teaching Schools Council, UCL and the Department for Education
- To fulfil the Initial Teacher Training (ITT) as directed by the DFE (Department For Education)

The evaluation will directly inform the review of performance and quality of delivery by providers, any improvements to CCWTSH programme policy and delivery and the outcomes for future participants.

## The personal data we collect, hold and share:

- Title
- Name
- Email address
- Role
- Special requirements (such as accessibility needs)
- Dietary requirements
- CPD evaluations
- Workshop preferences
- Billing contact person and email
- TRN (Teacher Reference Number)

- The school operates CCTV in certain internal areas and around the external school site to support the safety and security of pupils, staff and visitors. Video footage is recorded and securely retained for up to three weeks, unless required for safeguarding, disciplinary or legal purposes (see our separate CCTV Policy for further information).

## Who else do we share this information with?

We routinely share participant's information with:

- Coordinators at our delivery partner schools and organisations
- UCL
- Teaching Schools Council
- The Department for Education

## How will they use this information?

- To coordinate and deliver training sessions
- To evaluate the provision and effectiveness of CCWTSH

## The lawful basis on which we use this information

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to complete our contractual obligations
- To meet our public duty interests and submit information to government departments

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, contact Mrs Caroline Horne in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages by a breach of the Data Protection regulations

If you have any concerns about how we collect, use, store, or share your personal information, you have the right to make a complaint. We also recognise your right to raise concerns or make a complaint about how a Subject Access Request (SAR) has been handled, including the way your request was processed or the response provided. We encourage you to contact the school in the first instance so that we can investigate and try to resolve your concerns promptly. Information about our data protection complaints process is available in our Data Protection Policy.

## Contact:

If you would like to discuss anything in this privacy notice, please contact:

Mrs Rebecca Wheeler
Email: rebecca.wheeler@lawrencesheriffschool.com

Mrs Nicola Dandy, Deputy Head.
Email: nicola.dandy@lawrencesheriffschool.com

The school subscribes to the Data Protection Service at Warwickshire County Council (School DPO Service)
schooldpo@warwickshire.gov.uk

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