

## **Carnegie Leaders in Learning Privacy Notice**

This privacy statement covers information about the way Carnegie Leaders in Learning (CLiL) collects, stores, uses and shares your data. CLiL takes your privacy seriously and as an enterprise unit within Carnegie School of Education, we abide by Leeds Beckett University's data protection and privacy notice and its information services' privacy notice for users of Leeds Beckett University's website.

Further information regarding Leeds Beckett University Privacy Statement for users of the website can be accessed via <http://www.leedsbeckett.ac.uk/privacy>

For further information regarding Leeds Beckett University's data protection policy and privacy notice can be accessed via <http://www.leedsbeckett.ac.uk/public-information/data-protection/>

### **Confidentiality and security**

CLiL on behalf of Leeds Beckett University as a data controller is responsible for looking after your personal data. We will only collect, store and use your personal details that are voluntarily provided by you as a result of a request you make to us for a service or for information. The legal basis under which we process your personal data is to either:

- Fulfil contractual purposes which are determined by the Department of Education (DfE); as is relevant for participants engaged in obtaining a National Professional Qualification (NPQ)\* and/or
- Maintain contact with you so that we can provide a quality service that you have expressed an interest in. Such as attending a professional development event or a series of events or becoming an associate facilitator, content developer or an assessor\*\*.

When you make direct contact with CLiL and express an interest in receiving information, we will limit the collection, storage and use of your data, to what is necessary, adequate and relevant in meeting your request and if applicable, this will also include the processing and storing of your school or personal data for payment and invoicing purposes.

For participants, registered with us on a NPQ programme, due to contractual terms, we are obliged to share your data securely with the DfE and our host server company Synergy Learning\*\*\*. Any information about you that we pass to a third party will be held securely by that party in accordance with the General Data Protection Regulation (GDPR) 2018 or any successor legislation and will be used only so we can provide the services that you have requested.

Failure to provide us with your school and/or personal details will mean that CLiL will be unable to register you onto a programme and provide in full the service you have requested. By sharing your personal data, you gain maximum benefit from being registered with us either as a participant or as an associate facilitator, content developer or an assessor.

### **Using and processing your data**

Your personal data is processed so CLiL can maintain contact with you either via email, postal address or telephone and we will use the contact information you provide us at the point of registration to do this; with email being our preferred method of communication in the first instance. Contact will be limited to what is relevant in terms of completion of your specified course and/or programme of study and will include notifications of future development events and/or announcements from us that will be directly pertinent to your programme/course of study/associate contract terms.

You have a right to request a copy of the personal details we hold to check the accuracy of the information. Any inaccuracies or incomplete data will be rectified within a month of receiving in writing from you that the

details we hold are inaccurate or incomplete. You can also request the deletion or removal of your personal data where there is no compelling reason for its continued processing. We will reply within a month of receiving your written request to state if under contractual terms we are able to comply with your request.

If you wish to request a copy of the data we have about you or to ask for the deletion or removal of your personal data or for more information about your rights, please contact either:

Mary Strode, Principal Consultant, Carnegie Leaders in Learning, Leeds Beckett University, Carnegie Hall, Headingley Campus, Church Wood Avenue, Leeds LS6 3QS

Or the Data Protection Officer, Leeds Beckett University, Calverley Street, Leeds LS1 3HE

### **Storing your data**

Your data will be stored electronically, using password security. If received as a hard copy, this will also be stored in a secure way to protect your personal details against unauthorised or unlawful processing and against accidental loss, destruction or damage using appropriate technical or organisational measures. Only authorised and recognised personnel working on behalf of Leeds Beckett University will process your data to enable us to carry out duties in relation to maintaining accurate records, which includes financial processing and conducting audits. The storage of your data is kept in accordance with Leeds Beckett University's procedures and what is deemed necessary to fulfil and carry out contractual obligations which may be on behalf of the Department of Education. This means that personal data and corresponding financial information will be stored for a period of six years.

An annual data cleanse of electronic and hard copy records will take place to ensure that only the minimal data is stored in accordance with the above stated purpose(s).

### **Changes to this privacy notice**

If this privacy policy changes in any way, or there is any successor legislation to the GDPR 2018 that has implications for our data protection policy and procedures, we will place an updated version on this page.

July 2018

\* As a registered NPQ Provider with the DfE we are asked to collect, store and provide information to the DfE on the personal data categories that are detailed in each individual NPQ Application Form and Payment Contract Form. These categories are as follows:

Full name, teacher reference number, date of birth, gender, ethnicity, disability, number of years in teaching and role, email address, free school meals data, school unique reference number, school name and postal address and Headteacher/Line Manager email contact information. As a NPQ provider CLiL is contractually bound to provide this information together with course progress information to the DfE for the purposes of research, evaluation, planning and statistical analysis.

\*\*If you are attending a CLiL continuous professional development event or programme of events, or become an associate facilitator, content developer or an assessor with CLiL, the personal data categories we collect and store will be limited to your name, job role, email address, school name and address; this will also include obtaining payment data from you for invoicing purposes.

\*\*\* For participants registered with Carnegie Leaders in Learning as a participant, a copy of Synergy Learning's Privacy Notice can be viewed on our virtual learning platform. Synergy Learning complies with applicable legal requirements pertaining to providing adequate safeguards for the transfer of personal information to countries outside of the European Economic Area (EEA).