



SLE PRIVACY POLICY

Specialist Leaders of Education

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Introduction

This policy explains the practices employed by Bright Futures Training in collecting and using Specialist Leaders of Education (SLE) information and the ways this can be influenced by SLEs.

Scope of Policy

This policy aims to ensure that the processing of information relating to SLEs, including the obtaining, holding, use or disclosure of such information is done in accordance with General Data Protection Regulation and Data Protection Act 2018.

Data that is collected

The categories of information we collect, process, hold and share in order to carry out the programme include:

- Personal information (such as name, email, address, phone number)
- DBS number
- Teacher Reference Number
- Date of SLE designation
- Pen portraits
- School and job title
- SLE designation areas/subjects
- Disability and access requirements.
- Deployment records (date, duration, location and SLE reports)

All of the above (excluding deployment records) will be kept for the duration of your SLE designation and for 12 months following with Bright Futures Training. We will however retain all data relating to deployments for the duration of 10 years in accordance for future Ofsted requirements.

The purposes for which the data is collected

We will use your data to help provide a better experience during the SLE programme.

- To designate you as a SLE with DfE through the Bright Futures Training data hub
- To promote you as a SLE on our website
- To report back to the DfE through deployment records
- To ensure schools get the best service from our school improvement team

Sharing with third parties

- We will share non personal SLE information with the DfE via the secure portal.
- We will share non personal SLE information with deployment schools to ensure the deployment can be carried out
- Your name and SLE profile will be shared via the Bright Futures Training website to support the securing of deployments
- Our servers, CRM system and email accounts which are provided by third parties and are subject to contractual conditions to keep your data safe

Why we share SLE information

We do not share information about our SLEs with anyone without consent unless the law and our policies allow us to do so.

In all of the above situations we will only share that information that is necessary to ensure the maximum impact of our training programmes and no other information.

The lawful basis on which we process this information

We process this information under Article 6 and Article 9 of the GDPR (May 2018):

- Processing is necessary for compliance with a legal obligation to which the Trust is subject.
- Processing is necessary for the performance of a task carried out in the public interest – which in this case is ensure all SLEs meet the minimum standard for recruitment and appointment to the role, and to monitor to quality and outcomes of any deployments.
- Equal opportunities monitoring: we collect information concerning health and disabilities in order to ensure compliance with the Equalities Act (2010) to ensure we meet our duty to make reasonable adjustments for disabled people

Marketing data

We use comments, opinions, feedback and photographic data from our SLE team and supported schools to support the evaluation and marketing of our SLE team. In addition, we retain your non personal SLE data on our mailing list to advertise courses that we feel are suitable for your future development. We process this information when you have provided us with your consent. You can withdraw such consent at any time.

Collecting this information

Whilst the majority of information SLEs provide to us is mandatory (as detailed on the application form), some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform SLEs whether it is a requirement to provide certain information to us or if there is a choice in this. SLEs will be informed during appropriate training sessions.

Storing this information

Once we have received SLE data we will ensure that it is treated with the utmost respect and in accordance with the data protection principles and any applicable regulations. Data will be stored on our secure (two factor authentication password protected) cloud based servers connected to UK and European based data centres. Should any printed information be held, this will be kept in a locked filing cabinets in a secure building that requires key card access. We follow strict security procedures in order that the data we collect is stored and disclosed appropriately and securely. We hold your data for the duration of your designation and will transfer this to another alliance should you move schools and wish to transfer your designation or until you no longer wish to be designated as a SLE.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer via dataprotection@bright-futures.co.uk.

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; and
- Raise a complaint with the Information Commissioner's Office or seek judicial remedy in certain circumstances

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with our Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

Lynette Beckett
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