



CTSN SCITT

Privacy Notice



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CTSN SCITT Privacy Notice

1.1 How we use Trainees' and applicants' information

The Cam Academy Trust, working with CTSN SCITT, is designated as a joint 'Data Controller' under UKGDPR. The Trust is registered with the Information Commissioner's Office and complies with the UK GDPR principles. This privacy notice applies to all schools and partnerships within the Trust.

We take our trainees' privacy seriously, and this notice explains what types of personal data we collect, why we collect it, how long we keep it, and with whom we share it. Access to personal data is granted only to those who need it for a specific purpose.

1.2 Keep us up to date

It's important that you inform us of any changes to your situation or personal details. This helps us fulfil our duty of care, manage your data properly, and communicate with you safely and quickly.

Please notify us immediately if any of the following changes occur to the following:

- Your name
- Address
- Phone number (including mobile)
- Email address
- Parental Contact details
- Emergency Contact details

We will contact you and your emergency contacts using the most recent address, email, or phone number you or your parental contact has provided. If you do not update us promptly with any changes to your information, you may miss important messages or have them accessed by the wrong people. When you provide us with an email address, we will use it to send you important messages related to your account.

2.1 The types of trainee information we collect, process, maintain, and share include, but are not limited to:

ID/right to work/contact details:

- Your name
- Your address
- Passport (if applicable, permits and visas)
- Date of Birth
- National Insurance Number
- Your email address
- Your telephone number
- Parental Contact details
- Emergency Contact details
- Financial bank information

Employment History:

- CV/work history
- geographical areas you wish for your placement
- Any other work-related information you provide, for example, education or training
- Full details of job offers and placements

Suitability for role:

- Outcome of DBS (applicable to the placement).
- Medical information (in specific cases – may be provided by a third party such as your GP, Consultant, or Occupational Health)
- References (these will be from your previous employer or personal references as appropriate).

2.3 This information will have been provided or will be provided by you or a third party we work with. For example,

- The Department for Education
- Educators, programme facilitators, assessors and examining bodies e.g. Anglia Ruskin University
- Appropriate Bodies for registering NQTs
- Our regulator Ofsted
- Suppliers and service providers – so they can provide the services we have contracted them for
- Financial organisations – for course/service fees
- Occupational Health Company for medical checks - non-salaried trainees only
- Student Finance England - non-salaried trainees only
- Professional advisers and consultants – to support the developments and management of CTSN SCITT
- Police forces, courts and tribunals
- Auditors
- Partner schools within the CTSN SCITT partnership
- Potential employers where a reference is asked for – in order to support job applications

3.1 Why we collect and use this information

- To comply with our contractual obligations, for example, to complete statistical returns to the DFE and other funders
- To manage and provide SCITT services and facilities such as events, online talks, and IT services.
- To present your details to our clients and prospective employers for your consideration for vacancies.
- To keep you informed about our services
- To operate, administer, and improve our website, premises, and the way we conduct our operations.
- To protect the security of our premises, sites, and those of our partners.
- To protect our charity from fraud, money laundering, breach of confidence, theft of proprietary materials, and other financial or business crimes.
- To fulfil our legal and regulatory obligations and to initiate and defend legal claims.
- To keep you informed about available opportunities as they arise.
- To operate, manage, develop, and promote our organisation, especially our relationship with you or the organisation you represent (if any), and related interactions.
- To invite you to SCITT events
- To be used in future applications for other SCITT programs.
- To match your skill sets with job openings to help find positions that best fit your expertise.
- To connect you with our clients and potential employers
- To prove that you are authorised to work

- For marketing and communications purposes, including contacting you with programme, career, and volunteering opportunities in the future.
- Reviews for the purpose of disclosure of information relevant to litigation
- Reviews of records relevant to internal regulatory investigations
- Review of records relevant to criminal investigation

4.1 The lawful basis on which we use this information

We collect and use trainee information under:

- Data Protection Act (2018)
- UK General Data Protection Regulation
 - Article 6(1)(a) – consent
 - Article 6(1)(c) – legal obligation
 - Article 6(1)(e) - public task
 - Article 9(2)(a) – explicit consent
 - Article 9(2)(g) – substantial public interest

4.2 Our disclosure of personal data is lawful for the following reasons:

- The SCITT is legally required to disclose the information, or disclosing the information is necessary for us to meet legal obligations.
- There is a contractual relationship with you
- We need to disclose information to fulfil our training role. This function serves the public interest.
- We need to protect an individual's vital interests, i.e., protect a life
- We believe it is in the public interest to process your data, and this interest is supported by a clear law, e.g., safeguarding.
- We typically do not need your consent to share your information. However, if it ever seems necessary, we will seek your permission before making any disclosure.
- We believe that it is necessary to process your data for research or statistical purposes. Research purposes are those that serve the public interest, and where possible, research is conducted using pseudonymized data and the minimum amount of data necessary.
- You have consented to us processing your data

5.1 Collecting trainee Information

We collect trainee information through registration forms completed upon admission to the SCITT and periodically during the trainee's attendance, through Common Transfer Files (CTF), or via hard copy files provided by you or a third party, such as the Department of Education (DFE).

We may also collect, store, and use information about you that falls into "special categories" under UKGDPR. This is a subcategory of personal data that requires increased protection measures due to its sensitive and personal nature. This includes the following (where applicable):

- personal data revealing racial or ethnic origin

- personal data revealing political opinions
- personal data revealing religious or philosophical beliefs
- personal data revealing trade union membership
- genetic data
- biometric data (where used for identification purposes)
- data concerning health (including but not limited to medical conditions, medication, special needs, disabilities, allergies, dietary conditions)
- data concerning a person's sex life
- data concerning a person's sexual orientation

Most of the information we collect from trainees is mandatory, but some is provided voluntarily. To comply with the UK General Data Protection Regulation, we will inform trainees whether they are required to provide certain information or if they have the option not to. We may also gather information from other agencies and the DfE.

6.1 Storing trainee data

We securely store trainees' information for the duration outlined in our retention schedule. For more details and to review our Data Retention Policy, please visit <https://www.catrust.co.uk/key-information/policies>.

We typically do not transfer information to countries outside the European Economic Area. This only occurs if a trainee lives or moves abroad. We will carefully ensure that the transfer is secure, including verifying if the other country has strong data protection laws. If we cannot confirm it is safe, we will discuss it with the trainee and make sure you are comfortable with us sending the information. Since this is uncommon for us and we are unsure which country we might need to transfer data to, we cannot provide additional details at this time. However, if we do need to transfer data to another country, we will notify trainees whether we believe it is safe and explain the reasons for our decision.

7.1 Who we share your information with

We therefore, may disclose personal data about you, where reasonably necessary for the various purposes set out above to:

- Staff within CTSN SCITT
- To professional advisers
- To trusted third parties that the SCITT works with to deliver its programs and events, including but not limited to:
 - Partnership/placement schools and those working alongside CTSN to deliver the course
 - training providers
 - partners or consultants such as universities, or individual tutors;
 - those whose platforms or other information technology systems we use to collect and process your data on our behalf, including those who run events that you sign up for through third-party websites;
 - and third parties processing data on behalf of SCITT to support our charitable activities. This may include purposes such as surveys, market research, evaluating our assessment, selection, and program processes, or providing administrative functions for SCITT.
- In an emergency or otherwise, to protect your vital interests, to your emergency contacts or others, including your school placement
- We may also share anonymised data with our creative agency in order to improve and inform our marketing activity

- SCITT may connect you to third parties in connection with the provision of services who will process your personal information themselves (rather than on our behalf) and so who are co-controllers.
- in exceptional circumstances: to competent regulatory, prosecuting, and other governmental agencies or litigation counterparties, in any country or territory; or where we are required by law to disclose.
- To statutory or funding bodies, including the DfE, the Careers, and our funders
- The Department of Education: The Department for Education (DfE) collects personal data from educational settings through various legal data collections. We are required to share information about our trainee with the Department for Education (DfE), either directly or through our local authority.
- All data is transferred securely and stored by DfE using a combination of software and hardware controls that comply with the current government security policy framework.

8.1 How we hold the information

All the personal data we have is stored on the Cam Academy Trust's servers.

9.1 Withdrawal of consent

If you have permitted us to process your data for the purpose of using our services and finding suitable work, you can withdraw this consent at any time. To do so, please contact Lisa Fish via email lfish@ctsnscitt.org.

10.1 Cookies

Whenever you visit The Company's website, the pages you view and a small text file called a 'cookie' are downloaded to your computer. Many websites do this because cookies help website owners perform practical tasks, such as determining whether you've visited the site before.

A cookie is a small data file that often contains an anonymous unique identifier. It is sent to your browser from a website's server and stored on your computer's hard drive. Each website can send its own cookie to your browser if your preferences allow it, but (to protect your privacy) your browser only allows access to cookies it has already received, not cookies sent by other sites. Cookies store information about your online preferences. Users can choose to set their computers to accept all cookies, receive notifications when a cookie is issued, or refuse cookies altogether.

11.1 Requesting access to your personal data

We will maintain your information in both paper and digital formats in accordance with our retention policies. Under data protection laws, everyone has the right to request access to the information we hold about them.

To request access to your personal information, please contact the trust's Data Protection Officer via email cducket@catrust.co.uk.

We might require proof of identity to confirm we are not sharing data with the wrong person. Proof accepted as ID is either a passport or drivers licence. There may be a small administrative fee for this service; we will clarify if this applies.

You also have the right to:

- ask us to correct any information we have about you if you think it is wrong or incomplete
- ask us to delete your information (although we might have valid reasons why we cannot do this)
- ask us to restrict our use of your information to what we are actually doing with your data
- ask us to transfer your information to another organisation in a format that makes it easy for them to use

If you have any concerns about how we collect or use your personal data, please contact our DPO using the contact information provided above. Alternatively, you can reach out to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

12.1 Automated Decision-Making Processes

We do not employ any automated decision-making processes within our trust. If we did, you would have the right to:

- Give written notice requiring us to not take any automated decision using your personal data
- Be informed of when an automated decision is taken
- Ask us to reconsider a decision taken by automated means

If we adopt automated decision-making processes in the future, we will notify you about this. and of your rights under the regulations.

13.1 Contact

For more details, please refer to our Data Protection Policy, which is available for download on our website at <https://www.catrust.co.uk/key-information/policies>.

If you would like to discuss anything in this privacy notice, please contact us initially.

CTSN SCITT Director, Lisa Fish: lfish@ctsnscitt.org

Or,

the Data Protection Officer for the Cam Academy Trust, Mrs. Carolyn Duckett via email cduckett@catrust.co.uk

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September 2025