



# SEP PRIVACY POLICY

School Experience Programme

## OBJECTIVE

First class teacher education designed to inspire and develop high levels of personal and professional conduct in teachers who will impact significantly on pupil progress

## The Bright Futures SCITT

QTS and EYTS education

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## Introduction

This policy explains the practices employed by the Bright Futures SCITT in collecting and using School Experience Programme participants' information and the ways this can be influenced by participants.

The SCITT will collect information from SEP participants from the point of application via the SEP portal.

## Scope of Policy

This policy aims to ensure that the processing of information relating to SEP participants, including the obtaining, holding, use or disclosure of such information is done in accordance with General Data Protection Regulation and Data Protection Act 2018 (when it received Royal Assent).

## 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 and home address)
- A copy of photo id
- Proof of address
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Disability and access requirements

## The purposes for which the data is collected

We will use an SLE participants' data to help provide a better experience during the school visit

- To monitor attendance on school experience
- To report back to the Department for Education (DfE) about the number of participants
- To verify the identity of participants who visit our school

## Sharing with third parties

- We will share your information with the DfE however, this is anonymised and is for participation rates and evaluation analysis
- On our servers and email accounts which are provided by third parties and are subject to contractual conditions to keep your data safe

## The lawful basis on which we process this information

We process this information under Article 6 from the GDPR (May 2018):

- Processing is necessary for compliance with a legal obligation to which the controller is subject.
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.
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## Marketing data

We use your comments, opinions, feedback and photographic data to support the evaluation and marketing of the SEP. We process this

- when you have provided us with your consent. You can withdraw such consent at any time.

This means that we will ask you for your specific consent for each of the above uses of your data.

## Collecting this information

Whilst the majority of information SEP participants provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform SEP participants whether it is a requirement to provide certain information to us or if there is a choice in this. SEP participants will be informed prior to the commencement of the school visit.

## Storing this information

Once we have received SEP participants' data we will ensure that it is treated with the utmost respect and in accordance with data protection principles and any applicable regulations. Data will be stored on our secure, password protected server within the UK and in 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 the visit and evaluation period and for 12 months following your visit.

## 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@bfet.uk](mailto:dataprotection@bfet.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  
Data Protection Officer  
Bright Futures Educational Trust  
Lodge House



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