



Privacy Policy – Teaching School

South Bromsgrove High Teaching School collects certain information or data about you when you sign up for updates and/or courses.

We collect:

- The data you fill in on our newsletter and events update sign up form, which is hosted on our website and on our social media pages.
- The data you fill in on the course registration / application forms.
- Your consent to add your name and email address to our mailing lists, which are hosted by a fully GDPR compliant, third party email management system (MailChimp).

This data can be viewed by authorised staff of South Bromsgrove High Teaching School. Data will be processed only according to the items you consent to when signing up for the mailing list. We will not share your data with any third parties, with the exception of:

- **NQTs** – we are required by law to share details (name, TRN) of NQTs on our Appropriate Body with the DfE through their teacher registration portal.
- **Trainee Teachers** – we are required by law to share details (full name, date of birth, TRN) of all trainee teachers following our School Direct ITE programme with the DfE through the Teaching Schools Data Hub.
- **NPQ Participants** – as lead school within the **Worcester Global Leadership Academy**, South Bromsgrove High Teaching School collects and processes data relating to all NPQML, SL and H participants. This data is shared with partner schools and organisations that are delivering NPQ programmes. This includes Babcock Prime. By signing up as a delegate on an NPQ programme you are agreeing for your data to be shared across the partnership as necessary for the effective administration of the programme.
- **NPQ Participants** – WGLA are required to report to the DfE details of all NPQ participants for monitoring and evaluation purposes. You can view the WGLA Privacy Statement here.

You are entitled to ask for a copy of all the data we hold for you. To do so, please email us at teachingschool@southbromsgrove.worcs.sch.uk

Where your data is stored

Our mailing list data is stored on MailChimp secure servers in the EU.

Personal data relating to delegates on our courses and training programmes is stored securely on school servers, within the EU.



Paper forms are stored securely within the building and can only be accessed by Teaching School administration staff. Paper forms are kept for as long as this data is needed. Paper forms are disposed of through confidential waste upon completion of the course / training programme.

You retain the right to update or erase the personal data we hold about you. All our update emails provide a link for you to unsubscribe or to update your details.

Alternatively, you can ask us to remove your details by contacting us at teachingschool@southbromsgrove.worcs.sch.uk

Keeping your data secure

Sending information over the internet is generally not completely secure, and we can't guarantee the security of your data while it's in transit.

Any data you send is at your own risk.

We have procedures and security features in place to keep your data secure once we receive it.

We will store your data until you ask us to remove it or until it is no longer necessary for us to hold such data.

Disclosing your information

We will only pass on your personal information if we have a legal obligation to do so.

We will not share your information with any other organisations for marketing, market research or commercial purposes, and we won't pass on your details to any other websites.

Contact us

If you have any questions about our use of your data then please contact us by emailing teachingschool@southbromsgrove.worcs.sch.uk