**ITE Partnership Office Trainee Privacy Policy**

The University of Exeter (the “university”) is a data controller and is committed to protecting your personal data and working in accordance with all relevant data protection legislation. We process your data in relation to your education and enrolment as a PGCE student of the university. This Privacy Notice explains how the university processes and uses the personal data we collect about our PGCE students.

**What Data Do We Hold**

The university may hold data relating to you from a number of sources. The majority of data we hold is that which you provided either in the course of your application to join the course or that which you have provided subsequent to acceptance on the course.

Our records may include:

* Education Details – for example what you studied and when you graduated
* Personal Identifiers and Biographical Information – for example your student number and your date of birth
* Contact Details – for example your address, email address and telephone number (we update these whenever you tell us they have changed)
* Family Details – for example your marital status and details of your spouse and other family members
* Personal Details – for example disability information and Individual Learning Plans
* Academic Details – for example academic and practical assessment grades.
* Employment details – for example information about whether you have secured a teaching post and where.
* Other personal information – to help us in placing you with our schools.

**How do we use your data?**

The university’s Partnership Office primarily uses your data to allocate placements and monitor and assess your progress in relation to the PGCE and to pass to schools so that they can support you in your placement.

Once you graduate from the Postgraduate Certificate in Education course at the university you are automatically granted an extension to the duration of your access to your IT account, email and the university’s virtual learning environment (ELE). You will be able to retain this access for one year after completion of the PGCE programme to enable you to access resources to support your ongoing participation in the Early Career Teacher Induction training, arranged by your employing school, where appropriate. Use of these facilities is provided under the condition that you continue to abide by the terms of [Regulations Relating to the Use of Information Technology Facilities](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Fpolicies%2Fcalendar%2Fpart1%2Fotherregs%2Fits%2F&data=05%7C01%7CL.M.Fripp%40exeter.ac.uk%7Ca6e58de481984377460c08da3d5b58a9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637889759798731174%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=VqsNmOOTii4IUGKiNUaTstx06YATMyJEzhFGnaSMUtw%3D&reserved=0) you agreed to on registration. During this time, the university will continue to process your data as set out in this privacy policy.

You are also given the option of requesting ongoing access to your Individual Development Portfolio (IDP). Instructions on how to request this will be provided at the end of your PGCE year.

**How else do we use data?**

We will also use your data to fulfil our requirements to complete government data returns in relation to teacher training and Early Career Teacher employment. Your data may also be shared, as appropriate, with External Examiners as part of the annual External Examination process.

**How will we share your data?**

Data will be shared with relevant university staff and our partner schools as appropriate. Data may also be disclosed to other external organisations such as OFSTED and the Department for Education (DfE) in relation to mandatory data returns.

Who else do we share with?

The university does NOT sell data to third parties or allow third parties to sell on data where data is shared with them.

We do, however, share data with employing schools as to fulfil Ofsted requirements and also with employing, and potentially employing, schools in the provision of references requested as part of the job application process.

Your data may also be shared with the Occupation Health team and other relevant institutions in relation to Fitness to Teach referrals.

**How do we protect your data?**

Your data is held securely on a secure database and also held in electronic student files. The database and files are only accessible by a limited number of university staff who have completed the university’s data protection training and our database software providers.

The university ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners, including our software providers.

**Your rights and preferences**

You have the right to:

* Ask us to see, correct or delete the data we hold about you
* Object to specific data uses in relation to the public interest or exercise of our official authority
* Object to receiving communications and direct marketing
* Ask for the transfer of your data electronically to a third party.

The university’s Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to personal data and can be contacted at [dataprotection@exeter.ac.uk](mailto:dataprotection@exeter.ac.uk), you can also contact the DPO if you have any queries or concerns about the university’s processing of your personal data. You have the right to lodge a complaint with the Information Commissioner’s Office at https://ico.org.uk/make-a-complaint/.

**Other information**

The legal basis for processing your personal data for the purposes as described above is that it is necessary for the fulfilment of the contract between you and the university to provide the resources and opportunity to complete your study with us. In addition, there are some tasks which are carried out in the public interest or in the exercise of our official authority, for example the completion of the Destinations of Leavers from Higher Education/Graduate Outcomes survey.

This Privacy Notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This Privacy Notice was last updated in August 2022.

**Further information**

If you have any questions regarding this Privacy Notice please do not hesitate to contact the Partnership Office on 01392 724841 or [exeterpartner@exeter.ac.uk](mailto:exeterpartner@exeter.ac.uk) or the university’s Data Protection Officer <https://www.exeter.ac.uk/about/oursite/dataprotection/dpo/>.