Pathfinder Education Partnership Privacy Notice

This privacy notice has been written to inform ITT students, teachers and school support staff receiving training, development and support through Pathfinder Education Partnership, about how and why we process your personal data.

Who are we?

Pathfinder Education Partnership is part of Pathfinder Multi Academy Trust. The Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The Trust has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or the Teaching SChool .

Veritau's contact details are:

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsDPO@veritau.co.uk // 01904 554025

What information do we collect and why do we need it?

The personal data we may collect about you includes:

- Personal identifiers, including your name, contact details, date of birth
- Your work email address
- Your school name and URN number
- Professional memberships and your qualified teacher status, where relevant
- Any updates to your records of your criminal history, including your DBS check
- Photographs or video images of you, including CCTV footage (in schools which operate CCTV)
- Equality monitoring information, such as your ethnicity, religious beliefs and gender
- Medical information relevant to pandemic management, such as your vaccination status and positive test results
- Dietary requirements when attending catered training sessions and events
- Information in relation to your use of the Trust's network and IT systems i.e. e-monitoring

During the recruitment of ITT students, we will collect the following:

- Information about your right to work in the UK, including ID documents
- Education and qualifications, including copies of certificates
- Your employment history, including employment references
- Initial records of relevant criminal history data, including your DBS check

- Medical information which is relevant to your employment, including any disability you disclose
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements, vaccination details, etc
- Information publicly available through online searches on shortlisted job candidates to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview

Why do we collect your personal information?

We process your information for the purposes outlined below:

- Statutory reporting to the DfE and local authorities
- To facilitate participation in training events and/or programmes
- To facilitate Initial Teacher Training
- To monitor and report on the impact of training and development
- To provide appropriate pastoral care
- To quality assure our services
- To make appropriate judgements regarding school placements and support
- To meet our safeguarding obligation to pupils and the school workforce
- To ensure your right to work and assess your suitability for the role during the recruitment process
- To meet our health and safety obligations
- To monitor and manage professional development, training and performance
- To make any reasonable adjustments you may need in relation to a health condition or disability
- To promote the school and Trust, including newsletters, on websites and social media platforms
- To monitor and inform our policies on equality and diversity

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. For workforce data processing, we normally rely on the following lawful bases:

- Article 6(1)(b) - contractual obligation
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- Condition 10 -preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and individuals at risk

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(b) - employment and social security and social protection law
- Article 9(2)(g) - reasons of substantial public interest

The applicable condition in Schedule 1 of the Data Protection Act 2018 for Article 9(2)(b) is:

- Condition 1 - Employment, social security and social protection

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 8 - equality of opportunity or treatment
- Condition 10 - preventing or detecting unlawful acts
- Condition 16 - support for individuals with a particular disability or medical condition
- Condition 18 - safeguarding of children and individuals at risk

If we share your information in a health emergency, we may rely on the additional condition of Article 9(2)(c) – vital interests.

Who do we obtain your information from?

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your ITT application, employment period or training and course enrolment. However, we may also receive some information from the following third parties:

- Official bodies, such as the Teaching Regulation Agency and Disclosure and Barring Service.
- Department for Education (DfE).
- Your previous employers.
- Your nominated referees.

Who do we share your personal data with?

We may share your information with the following organisations:

- Department for Education (DfE)
- Local Authority
- Teaching School Hub delivery partners
- ITT Placement Schools
- Examination Awarding Bodies
- Our suppliers and advisors, including insurers, lawyers, consultants, and accountant or payroll provider
- Our IT application providers
- Disclosure and Barring Service (DBS)
- HM Revenue and Customs (HMRC)
- Department for Work and Pensions (DWP), if applicable
- Emergency services, where required in a health emergency, including a mental health emergency

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection and prevention.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes where it is in the public interest.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area (EEA), which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

Artificial intelligence (AI)

We may use some systems and platforms that incorporate an AI function. Where we do this, we ensure that the data is held securely and is not used for training the AI model. AI does not make any automated decisions about individuals, and outputs are always subject to human oversight.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns, then you may also complain to the Information Commission, which is the UK's data protection regulator. Its contact details are below:

The telephone helpline (0303 123 1113) is open Monday to Friday between 9 a.m. and 5 p.m. (excluding bank holidays). Alternative methods to report, enquire, register, and raise complaints are available on the ICO's website here.

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed in January 2026.