



Privacy notice for trainees

In this policy 'we' and 'us' means The Cambridge Partnership. The Cambridge Partnership is part of Cambridge Meridian Academies Trust. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about trainees.

The postal address of the Trust is Cambridge Meridian Academies Trust, Head Office, Fen Lane, Sawtry PE28 5TQ. The Data Protection Officer for the Trust can be contacted at dpo@cmatrust.net.

Information collected and how it is collected

The Cambridge Partnership may collect and process the following information about you:

- your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality. You will know what information we have collected as you will have provided it during the application and registration processes. We will also allocate you a unique student number.
- information relating to your education and employment history, school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. You will know what information we have collected as you will have provided it during the application and registration processes.
- sensitive personal data and information provided by you, including:
 - information concerning your health and medical conditions (e.g. disability)
 - safeguarding information
 - information about your racial or ethnic origin and religion or similar beliefs.
- records relating to assessments of your work, your predicted and actual assessment and progress grades and other information in your student record. This information is collected during your course.

There are a number of collection points to obtain your information:

- directly from you when you make an enquiry to The Cambridge Partnership about becoming a student
- when you make an application to become a student e.g. through UCAS, or a school for which we are the course provider, or directly to The Cambridge Partnership
- from an education event or fair organised by third party stakeholders such as a Train to Teach event when you provide us with your contact details
- when you provide us with your financial information e.g. relating to bursary payments

- if you have declared a disability or long term medical condition we will collect additional information from you about your specific support needs in order that we can make appropriate arrangements
- through the collection of progress data about you as a learner
- our IT infrastructure collects information for the purposes of systems administration, required to provide you with digital services, and to audit the use of our systems. We would only use this information to identify individuals in situations affecting the security of systems or data or where it is necessary to investigate compliance with our Acceptable Use Policy, or where we are required to do so by law.

How information is used

The purposes for which we may use personal data (including special category, or sensitive, personal data) we collect are:

- recruitment and processing your application
- academic matters, including:
 - the provision of our core teaching, learning and research services (e.g. registration, assessment, attendance, managing progress, misconduct investigations, certification, graduation);
 - maintaining student records;
 - assessing your eligibility for bursaries and scholarships, etc.
- providing IT and information services
- non-academic matters in support of our core services, including:
 - providing trainee support services
 - monitoring equal opportunities;
 - safeguarding;
- administering finance (e.g. fees and bursaries)
- other administrative purposes, including:
 - carrying out research and statistical analysis;
 - carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
 - dealing with grievances and disciplinary actions;
 - dealing with complaints and enquiries.

Collecting and using your information in this way is lawful because:

- the processing is necessary for the performance of our agreement with you, or in order to take steps at your request prior to entering into an agreement.
- the processing is necessary for the performance of a legal obligation to which The Cambridge Partnership is subject, for example our legal duty with regard to safeguarding.
- the processing is necessary for the performance of our education function which is a function in the public interest.

How long information is kept

We may retain your personal data for a period of six years after your association with us has come to an end.

Information that you have provided such as documents uploaded to OneDrive, your e-portfolio, and your coursework such as assignments and feedback on assignments will be retained for two years after the end of your course.

Sharing information

We share information about you with the schools with which we work to arrange your school placements, and with our tutors, managers and staff to support you during your course. Information shared with schools is limited to that which is necessary to arrange placements and provide the necessary support for you in those schools. In each school you are assigned a mentor, and each school has a professional tutor that oversees training provision and support. The mentor and professional tutor have access to the information that you upload to your shared online documents and portfolio, and to your progress reports.

Information relevant to your academic record and qualification (name, date of birth, dates of attendance, school placements, grades and outcomes from the course) is passed by us to the Department for Education and may be retained by them in order to maintain your academic record for archiving purposes. This information will be held by them in line with their policies and privacy notice.

The Cambridge Partnership is a member of Cambridge Meridian Academies Trust (CMAT) and conforms to the privacy policies of the Trust. These policies are available from <https://www.cmatrust.co.uk/gdpr/>.

The Cambridge Partnership may use other third parties for the provision of cloud based services, such as the provision and maintenance of the virtual learning environment (VLE). We will only use cloud services where we can be confident that our data is processed within the UK or EU and subject to the GDPR requirements, No special category information about you is processed by these third parties.

Contact

If you would like to discuss anything in this privacy notice, or require this document in an alternative format, please contact info@campartnership.org or write to The Cambridge Partnership, Swavesey Village College, Gibraltar Lane, Swavesey, Cambridgeshire CB24 4RS