



Newly Qualified Teacher Induction Service: Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053**.

Brighton & Hove City Council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

The NQT Induction Service acts as the 'Appropriate Body' for NQT induction, providing advice, guidance, training and development to schools so they can carry out their statutory roles & responsibilities in relation to the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

Why we are processing your data

- We are collecting your data for the purpose of carrying out our statutory responsibilities in relation to keeping NQTs' records and assessment reports, as set out in the regulations above.
- We collect the following personal data:
 - Name, school email address and teacher reference number, in order to fulfil our legal obligation of reporting the status of NQTs to the Teaching Regulation Agency. We rely on consent to hold personal email addresses at the end of the induction year if the NQT has left the school's employment, so that we can confirm their induction status once approved.
- We collect the following special category (sensitive) data:

- Date of birth, which is required when reporting the status of the NQT to the Teaching Regulation Agency (as above).
- For accessibility purposes, we request any special dietary or access requirements to ensure all NQTs and induction tutors have access to training.
- Your data may be shared with the following, as necessary:
 - The school where you are an NQT
 - Teams within Brighton & Hove City Council that are working with schools to improve outcomes for children and young people
 - Partner organisations who work with us to support the induction of NQTs, such as other Appropriate Bodies, commissioned providers of training for NQTs, unions and local universities
- We will hold your data for six years from the date of completion of induction. We will also hold data for six years for NQTs who move to a different Appropriate Body for the completion of induction.

Your information rights

- You have rights around the information we hold on you, further information on your rights are available on [our website](#).

Further information

- If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or data.protection@brighton-hove.gov.uk.
- BHCC's Data Protection Officer may be contacted on gdpr@brighton-hove.gov.uk.