



TSSW Course and Events Booking System Privacy Policy

TSSW is a partnership between Dartmoor TSA, Exeter Consortium and TSA, and South West TSA who are committed to keeping your information secure and managing it in accordance with our legal responsibilities under data protection law. Under data protection law, individuals have a right to be informed about how organisations use any personal data that they hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who have booked Courses and Events through the TSSW web site and online booking routes.

Name and contact details of the organisation

Teaching Schools South West (A partnership between Dartmoor TSA, Exeter Consortium and TSA, South West TSA)

c/o Okehampton College
Mill Road
Okehampton
Devon
EX201PW
01837 650910

Dartmoor TSA, Exeter Consortium and TSA, and South West TSA are the 'Data Controllers' for the purposes of data protection law.

Google Inc is the 'Data Processor' for the purposes of data protection law.

The personal data we hold

We process data relating to individuals who have chosen to engage in courses and events through TSSW. Individuals may be participants, administrators, commissioners or trainers. We will only use the data for the purposes for which it was provided. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Title
- First Name
- Surname
- Email address
- Role
- Special requirements (such as accessibility needs)
- Dietary requirements
- CPD event evaluations
- Workshop preferences
- Billing Contact Person name and email



Why we use this data

The purpose of processing this data is to allow TSSW to:

- Book individuals on to events
- Correspond with individuals about events, e.g. confirmation and updates to booking status
- Ensure access for individuals at the venue
- Ensure food safety at the event
- Provide registers of attendees at events
- Provide trainers with information about event bookings
- Send invoices for attendance at events
- Send pre and post evaluation requests to individuals
- Provide individuals with certification of course completion
- Provide individuals with marketing information about additional events
- Complete impact evaluation reports of professional development events
- Complete anonymised reports of attendance at individual CPD events and attendance at events over time for TSSW, Dartmoor TSA, Exeter Consortium and TSA, South West TSA, the Teaching Schools Council and the Department for Education
- Complete anonymised reports of the impact of CPD events for DARTMOOR TSA, the Teaching Schools Council and the Department for Education

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. TSSW is a partnership of Teaching School Alliances (Dartmoor TSA, Exeter Consortium and TSA, and South West TSA) and carries out its work in the public interest, also known as 'Public Task'. TSSW Teaching Schools operate under the statutory frameworks of English educational legislation, and specifically the Education Act 2011. The Education Act 2011 is founded on the principals and proposals in the DfE November 2010 White Paper, The Importance of Teaching, in which the government stated its intention to develop a national network of Teaching Schools to lead on Initial Teacher Training, Continuing Professional Development and School to School Support.

How we store this data

Personal data is stored securely and backed-up by Google on their servers. For information about Google's Privacy Compliance please visit:

https://privacy.google.com/businesses/compliance/#!?modal_active=none

For more information about how Google keeps your data safe please visit:

https://privacy.google.com/businesses/security/#!?modal_active=none

We will retain your personal data for as long as it is necessary to fulfil the purposes for which it was collected.



Data sharing

Your personal data is shared with Dartmoor TSA, Exeter Consortium and TSA, and South West TSA: these are the partner teaching schools in TSSW. We share your booking information because the partnership of the three TSAs jointly runs courses and events and all member schools have equal access to the courses and events run by each of the partner TSAs.

We do not share information about you with other third parties without your consent unless the law requires us to do so.

Automated decision making

We do not use automated decision making when processing your data.

Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that TSSW and its partner Teaching Schools hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are storing and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you wish to make a subject access request contact TSSW by email or by telephone (contact details are at the beginning of this privacy statement).

Individuals have the right to object to the processing of their personal data under the terms of our legal basis of 'public task', although this is not an absolute right. An individual must give specific reasons why they are objecting to the processing of their data.

If you wish to object to the processing of your data stored on the TSSW Google Drive contact TSSW by email or by telephone (contact details are at the beginning of this privacy statement).

Individuals have an absolute right to stop their data being used for direct marketing at any time.

If you wish TSSW to stop using your data stored on the TSSW Google Drive for direct marketing contact TSSW by email or by telephone (contact details are at the beginning of this privacy statement).

Complaints

We take any complaints about our collection and use of personal information very seriously.



If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Director of TSSW.

- msmith@teachingschools-sw.org.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF