

Privacy Notice

- **School Experience Programme**
- **'In-School Experience' Request Form**

1. Who Are We?

George Spencer Academy (GSA) SCITT is a teacher training provider that collaborates with a wide range of Primary and Secondary partnership schools across Nottinghamshire, Derbyshire and Leicestershire. GSA SCITT's lead school, George Spencer Academy, is a GOOD (Ofsted 2023) secondary school on the Nottinghamshire/ Derbyshire border.

For the purpose of data protection legislation, GSA SCITT is the data controller for the personal data processed.

2. How We Will Use Your Information

For the School Experience Programme, your data is provided to us from the GOV.UK Portal. Their privacy notice can be found [HERE](#).

For the in-school experience request form, we collected your personal data directly from you and retain it in order to perform our duties within the remit of arranging a school experience placement. These details are not shared outside of the GSA SCITT team and are saved on secured storage drives.

3. The Nature of Your Personal Data We Will Be Using

The personal data that we have used for this purpose is the information that the participant provided to GSA SCITT. The personal data we control and process includes:

- Full Name
- Email Address
- Home Address
- Telephone Number
- Previous Teaching Experience

4. Why Our Use Of Your Personal Data Is Lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this form, the relevant condition(s) that we are meeting are:

Contract: Article 6 (1) (a) "the data subject has given consent to the processing of his or her personal data for one or more specific purposes."

5. Who Will We Make Your Personal Data Available To?

Your personal data will be stored on a secured drive, with only the GSA SCITT managers and employees having access.

6. How Long Will We Keep Your Personal Data?

The data is retained GSA SCITT for 3 years after the academic year of completion - all personal data will be destroyed at this point.

7. Your Data Protection Rights

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via a direct email to Tammy Elward – Spencer Teaching School Hub Director - TElward@spencertrust.org.uk

Further information about your data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

8. The right to lodge a complaint

If you are unhappy with our use of your personal data, please let us know by contacting Tammy Elward – Spencer Teaching School Hub Director - TElward@spencertrust.org.uk

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

Last updated: We may need to update this privacy notice periodically and will inform you if we do. This version was last updated on **3rd November 2025**.

Contact Info: If you have any questions about how your personal information will be processed, please contact us at ALangton@spencertrust.org.uk and enter Privacy Notice and Data Retention Question as a reference.