



Privacy Notice – Spencer Academies Trust

Focus: George Spencer Academy SCITT (SCITT)

Who we are

George Spencer Academy SCITT is a provider of initial teacher training operating in the East Midlands. Designated to George Spencer Academy within Spencer Academies, the SCITT training primary and secondary trainees and apprentices to secure qualified teacher status.

How we will use your information

We collected your personal data directly from you and from your application to DfE and retain it to perform our duties within the remit of the SCITT provider, in this instance for the collecting of data for the purposes of the training, assessment and award of QTS. This also relates to how we collect and store information with the following platforms required in the administration of SCITT: -

- **Department for Education (DfE) Apply** (Initial Application)
- **Apprentice application form via Google**
- **CPOMS** (adult safeguarding record keeping platform)
(for recording apprentice's progress)
- **SMART ASSESSOR** (Apprentices)
- **Apprenticeship Assessment Service Portal**
- **Signable** (for the electronic signatures for documentation)
- **DBS and other recruitment checks**

The nature of your personal data we will be using

The personal data that we have used for this purpose is the information that you provided to us at the point learners onboard onto the training programme as required by the SCITT, includes:

● Full Name ● DOB ● Email ● Telephone Number	● Occupation ● Address ● Identification ● Place of work/study	● Details of qualifications ● Ethnicity ● Disability information ● Personal information in relation to your programme e.g., start dates, progress updates
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Why our use of your personal data is lawful

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

Contract: Article 6 (1) (b) “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

The collection and sharing of this type of data is necessary to execute the contract in ensuring the learner is registered with the DfE?

And in terms of any special category data we process, such as ethnicity and health data, this is also lawful to ensure statutory compliance with the DfE and our associated contractual obligations with the learners.

Who we will make your personal data available to

Your key personal data as outlined above will be made available to

- CPOMS(adult safeguarding record keeping platform)
- [Signable](#) – document signing
- Department for Education
- Smart Assessor (for recording apprentice’s progress)
- Apprenticeship Assessment Service Portal
- Placement schools

These platforms and tools are functions to the different functions of a SCITT provider, from administrative tasks and learner platform though to acquiring the final qualification. All platforms have been submitted to a process of Data Protection Impact Assessment.

How long we will keep your personal data

The data is retained for 6 years from the date the study ended by all organisations.



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 the Director of SCITT – Caroline Arnold, carnold@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/>.

The right to lodge a complaint

If you are unhappy with our use of your personal data, please let us know by contacting the Director of SCITT in the first instance – Caroline Arnold, carnold@spencertrust.org.uk

You can also follow our complaints procedure as outlined on our website - <http://satrust.com/policies/>

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/>.



GEORGE SPENCER
SCITT

Last updated

We may need to update this privacy notice periodically and will inform you if we do. This version was last updated on 23rd June 2026.

Contact Info:

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