

## **Balcarras Teaching School Hub Privacy Notice**

As part of our role in leading the Balcarras Teaching School Hub, we collect and hold a certain amount of data about individuals involved in our work. The data includes name, role (with respect to hub work), school, email address, and (in some cases) telephone number.

The agreement between us and the Department of Education requires us to monitor and evaluate our work as a Teaching School Hub, and this is the legal basis for the data that we hold, on, for example, participation in the ECF, NPQ's and any CPD or Training sessions that we coordinate. Such data is reported on a regular basis to the Teaching School Council and the DfE.

### How we store this data

Personal data is stored in line with our data protection policy. When it is no longer required, we will delete your information in accordance with our data retention schedule. This can be found at:  
<https://www.balcarras.gloucs.sch.uk/attachments/download.asp?file=597&type=pdf>

### Data Sharing

We do not share information about you with any third party for marketing purposes without your consent unless the law and our policies allow us to do so.

Balcarras Teaching School Hub does work in conjunction with a selection of partners which are named on our website. We will share information with our partners to carry out specific functions which we are responsible for. This includes curriculum hubs, and organisations such as Teachglos and ECF facilitators who may administer services such as the Early careers Framework.

In addition, we use this data to keep in touch with you on professional development opportunities and related matters.

If you have any questions or concerns around our privacy policy please contact Mr Pak Wai Hung, email [pakwaihung@outlook.com](mailto:pakwaihung@outlook.com), the lead school's Data Protection Officer.