

PRIVACY NOTICE FOR SCHOOL STAFF

LATIN EXCELLENCE PROGRAMME

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

1 Why are we collecting this data?

The Department for Education (DfE) has engaged Future Academies to deliver the Latin Excellence Programme, which will run until August 2026.

The purpose of the programme is to improve pupils' attainment via increased access to, and uptake of, GCSE in Latin, as part of contributing to pupils' broader Classics education.

Your school is expressing an interest in participating in the programme, or is already participating in the programme.

Future Academies will use teacher data collected during the course of the programme to communicate with you about the programme and to administer the programme within your school.

DfE is the data controller and is responsible for determining how personal data used in this project should be processed. Future Academies, as data processor, follows DfE's instructions on how personal data should be handled.

No individual teacher will be identified in any reports produced by Future Academies, DfE or the independent evaluator, without your consent.

2 What is the legal basis for processing activities?

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

To use your personal information we need to meet one (or more) conditions in the data protection legislation.

The legal basis for processing personal data is covered by:

- GDPR Article 6 (1) (e) which states that the 'processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law', that law

being the Education Act 1996 s.10 – The Secretary of State has a general duty to promote the education of the people of England and Wales.

3 What personal data will be collected?

DfE and Future Academies may collect, store, and use the following categories of personal information about you:

- First name
- Last name
- Email address
- Role
- Teaching experience

4 How will personal data be obtained?

Future Academies will ask you or other staff members at your school to provide data to us by email or through an online or paper form (e.g. expression of interest, application form and/or school action plan). Schools will be asked to notify Future Academies of any updates to this information (e.g. new teachers or teachers that have left the school).

5 Who will personal data be shared with?

Future Academies has engaged an independent evaluator to evaluate the impact of the Latin Excellence Programme. School staff names, roles and email addresses will be shared with the independent evaluator to enable them to contact you about the evaluation, and so that they can effectively administer the evaluation.

Names, roles and email addresses of school staff will also be shared with IRIS Connect (www.irisconnect.com/uk), a professional development platform, so that you can be provided with an account, access the platform and receive virtual support from your Lead Teacher.

Teacher data may also be shared with DfE as data controller.

Teacher data is not shared with any other organisation, unless there is a legal obligation to do so.

6 Is personal data being transferred outside of the European Economic Area (EEA)?

No personal data is transferred or stored outside of the EEA.

7 How long will personal data be retained?

Data is not kept any longer than necessary and is deleted in accordance with Future Academies' and DfE's internal policies.

Future Academies will keep teacher data only for as long as it is needed, and for no more than 6 months following the end of the programme contract, at which point it will be securely deleted/destroyed.

DfE will only keep personal data for as long as it is needed for the purpose of the Latin Excellence Programme. The data will be securely deleted/destroyed once it is no longer required.

8. Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available by contacting the Programme Team (admin@latinexcellence.org).

You can find further details of our security procedures within our Data Breach Policy, which can be obtained by contacting the Programme Team (admin@latinexcellence.org).

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

8 Individual rights

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you. You can read further information about your data protection rights at the Information Commissioner's Office (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

Under certain circumstances, you have the right:

- to request access to information that we hold about you (subject access request)
- 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 (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you want to exercise any of the above rights, please contact Emma Palmer (Programme Manager) at admin@latinexcellence.org.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

9 Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Emma Palmer at admin@latinexcellence.org. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

We hope that Emma Palmer can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Emma Palmer, then you can contact the DPO on the details below: -

Data Protection Officer:	Judicium Consulting Limited
Address:	72 Cannon Street, London, EC4N 6AE
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk
Lead Contact:	Craig Stilwell

10 Who can I contact about this programme?

The Department for Education (DfE), determines the purposes and means of processing personal data as part of this programme. If you have any questions about how DfE uses your personal information, please contact the DfE's Data Protection Officer (DPO) at www.gov.uk/contact-dfe, marking your message 'for the attention of the DPO', and clearly indicating that it is in relation to the Latin Excellence Programme.

Future Academies is responsible for the day-to-day management of this programme. You can contact the programme team by email with any queries at admin@latinexcellence.org. For the Data Protection Officer at Future Academies, please contact dataservices@judicium.com.

You have the right to lodge a complaint about data protection issues with the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact the programme team at Future Academies in the first instance.

11 Updates

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

The date when this privacy notice was last updated is shown in the footer at the bottom of this document.

In the most recent update changes were made to section 5 'Who will personal data be shared with?'.