

Important information for partner schools regarding GDPR and student teachers General Data Protection Regulation (GDPR)

The General Data Protection Regulations was introduced in May 2018. The purpose of GDPR is to ensure fundamental rights are respected with regard to privacy and the use of personal data. Personal data is defined as “any information relating to an identified or identifiable natural person” and includes text, photos, voice recordings, emails, mark books and videos. Particular care is needed with sensitive personal data (called ‘Special Category’ data under GDPR) related to an individual’s race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sex life or sexual orientation. GDPR applies to the pupils and learners with whom our student teachers work as well as the student teachers themselves. Key information about student teachers is shared across the Partnership (e.g. names, training route, individual professional development needs) in order to support training needs. However, we ensure that such information is shared on a need to know basis. Information about disability, medical conditions and individual learning needs is shared with relevant partnership staff based on the recommendations of the UoC Student Support team.

In order to support student teachers to follow the terms of GDPR key expectations of schools/settings and student teachers are as follows:

Partner schools/settings:

Schools/settings share GDPR policies and practices with student teachers as part of their induction. Schools/settings provide a point of contact for responding to questions and concerns. We also recommend that if it is not made clear through their privacy policy that schools/settings inform parents/learners that student teachers will be working with learners’ data.

Student teachers:

Following induction into GDPR policies student teachers should take the time to familiarise themselves with their school/setting’s policies and practices.

They should raise questions and concerns around the use of data and information to their mentors and named contacts immediately. Student teachers are expected to follow the principles set out in this document and also refer to the Information Commissioner guidance (link below) as the need arises.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

All students who are on placement in schools are subject to the data protection policy of that school, in the same way that staff are. Students should be careful to read the specific school policy and contact the school’s data protection manager if they have any questions arising from this.

Schools should add a statement to their privacy notice informing parents/carers and children that they work in partnership with the University of Cumbria and that student teachers working in schools will be working with learner’s data. It should be clear that the student teachers are working under the same policy as other teachers and members of staff in the school/setting.

FAQs

Pupil data - What access will student teachers have to children’s data during and after initial teacher education school experiences?

Student teachers working with children need to know what the children already know and where the children need to go next in their learning. For this reason, schools/settings will share individual and class data with student teachers to inform their planning and understanding of the learning processes and the impact that their teaching is having.

The data around individual and class progress will be utilised by student teachers, with their mentor, throughout their school/setting experience to help them set targets and reflect on their work.

At the end of a period of school/setting experience, the data may still be required by the student to support their portfolio of evidence for meeting the current National Teacher Standards and their ongoing development as a teacher. This information will be fully anonymised and used only for this purpose.

School policies surrounding data transfer will be followed at all times by student teachers.

Do parents need to be consulted about student teacher's collection and use of pupil data?

This is not required, as student teachers will always be working within existing policies and procedures. However, schools should add a statement to their privacy notice informing parents/carers and children that they work in partnership with the University of Cumbria and that student teachers working in schools will be working with learner's data.

Student data

How long should student data and other documentation pertaining to the school experience be kept by schools/settings?

We recommend that such data be kept for no longer than 12 months. If a mentor wishes to use data kept on student teachers for a professional award such as Qualified Mentor Status or an M level module on mentoring – they should fully adhere to academic ethics procedures, ie anonymise all data.

Should there be any special arrangements made for sending student data electronically to the university?

The student's final report and any other placement documentation (cfc documents etc) contains personal data. It is important that all such documents are sent by school based colleagues only through a secure, business email account and sent only to a UoC email account. There should be no requirement for further encryption of data but please take particular care when you are typing the email address. Always use the email address in the link on the electronic forms. And only send to a correct business email account – never to a personal email account.

Please only use the electronic forms and send them directly to the appropriate email address. Avoid printing out forms and photographing them, scanning them etc.

All university staff and students are required to use a UoC email account at all times.

The University is currently working on alternative ways for partners to send student data in the longer term and this will be shared with all partners once finalised.

Data breaches

Who is responsible if there is a breach of data?

In line with ICO recommendations, everyone is responsible for the data they hold. Any individual is responsible for adhering to the policy and procedures of the institution where they are working.

Any data breach must be reported to the data protection officer as soon as possible.

Do student teachers receive GDPR training?

All student teachers receive GDPR training. They are all informed of the requirement to receive and read the GDPR policy and adhere to it. Other information is provided to students at different points in their programme, depending on its length.