



## Privacy Notice: Spencer Teaching School Hub

### Focus: Spencer Appropriate Body Services - ECT

#### Who we are

This work is being carried out by the Spencer Teaching School Hub team, which works with the Department for Education (DfE). The Spencer Teaching School is designated to its lead school, Chetwynd Spencer Academy, and is a part of Spencer Academies Trust.

For the purpose of data protection legislation, Spencer Academies Trust is the data controller for the personal data processed as part of the Teaching School Hub commission.

#### How we will use your information

We collected your personal data directly from you and retain it in order to perform our duties within the remit of the Teaching School Hub, in this instance for the sharing of information relating to the provision of appropriate body services. This also relates to how we collect and store information through the use of ECT Manager and share information with the Teacher Registration Agency for the purposes of formal registration for statutory induction.

#### 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 (via email or our registration form) and includes

- Full Name
- Email
- Occupation
- TRN
- Personal information in relation to your statutory induction e.g. start dates, progress updates

#### 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 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 in order to execute the contract in ensuring the ECT is registered with the Teacher Registration Agency.

And in terms of any special category data we process, such as TRNs, this is also lawful to ensure statutory compliance with the registration of ECTs for induction.

### Who we will make your personal data available to:

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

- 1) **ECT Manager** for the administration of the contract (their [data storage protocols](#) are available on their website)

The data is retained for 6 years after an ECT leaves the induction process. If we terminate our contract with ECT Manager system, they will delete all information that they hold within 90 days.

- 2) **The Department for Education** for the purposes of registration and reporting outcomes of induction and changes in circumstances.

As documented in Statutory Guidance, appropriate bodies and schools are responsible for the collection, retention and storage of data. Appropriate bodies are also responsible for submitting relevant data to the Department for Education (DfE) via the 'record inductions as an appropriate body' service

- 3) **Organisations who need the data to discharge their statutory duty in carrying out the induction for Early Career Teachers** - This includes when an Early Career Teacher moves educational establishments part way through their induction.
- 4) **Representatives of the Appropriate Body** for the purposes of reviewing evidence of assessment and quality of induction through assessment reviews and quality assurance (QA) processes (such as QA visits).

### How long we will keep your personal data?

We will keep your personal data for 6 years after an ECT leaves the induction process.

### 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 the Teaching School Hub – Tammy Elward, [telward@spencertrust.org.uk](mailto: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/>.

### **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 the Teaching School Hub in the first instance – Tammy Elward, [telward@spencertrust.org.uk](mailto:telward@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/>.

### **Last updated**

We may need to update this privacy notice periodically and will inform you if we do. **Updated on 23.09.2025**

### **Contact Info:**

If you have any questions about how your personal information will be processed, please contact us at [info@spencerteachingschoolhub.org.uk](mailto:info@spencerteachingschoolhub.org.uk) and enter **Privacy Notice and Data Retention Question** as a reference.



## Privacy Notice: Spencer Teaching School Hub

### Focus: Spencer Appropriate Body Services - ECT Manager User

#### Who we are

This work is being carried out by the Spencer Teaching School Hub team, which works with the Department for Education (DfE). The Spencer Teaching School is designated to its lead school, Chetwynd Spencer Academy, and is a part of Spencer Academies Trust.

For the purpose of data protection legislation, Spencer Academies Trust is the data controller for the personal data processed as part of the Teaching School Hub commission.

#### How we will use your information

We collected your personal data directly from you and retain it in order to perform our duties within the remit of the Teaching School Hub, in this instance for the sharing of information relating to the provision of appropriate body services. This also relates to how we collect and store information through the use of ECT Manager and share information with the Teacher Registration Agency for the purposes of formal registration of ECTs for statutory induction.

#### The nature of your personal data we will be using

Within your role as a user of ECT manager, the personal data that we have used for this purpose is the information that you provided to us (via email or our registration form) and includes

- Full Name
- Email
- Occupation/ Role in School
- Contact phone number

Data is shared in a timely manner with organisations who need the data to discharge their statutory duty in carrying out the induction for Early Career Teachers and/or NQT. This includes when an Early Career Teacher and/or NQT moves educational establishments part way through their induction.

#### 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 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 in order to execute the contract in ensuring the ECT is registered with the Teacher Registration Agency.

### Who we will make your personal data available to?

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

- 1) **ECT Manager** for the administration of the contract (their data storage protocols are available on their website)
- 2) Organisations who need the data to discharge their statutory duty in carrying out the induction for Early Career Teachers. This includes when an Early Career Teacher moves educational establishments part way through their induction.
- 3) Representatives of the Appropriate Body for the purposes of reviewing evidence of assessment and quality of induction through assessment reviews and quality assurance (QA) processes (such as QA visits).

The data is retained for 6 years after an ECT leaves the induction process. If we terminate our contract with ECT Manager system, they will delete all information that they hold within 90 days.

### How long we will keep your personal data?

We will keep your personal data for 6 years after an ECT leaves the induction process.

### 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 the Teaching School Hub – Tammy Elward, [telward@spencertrust.org.uk](mailto: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/>.

### 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 the Teaching School Hub in the first instance – Tammy Elward, [telward@spencertrust.org.uk](mailto:telward@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/>.

### Last updated

We may need to update this privacy notice periodically and will inform you if we do.

**Updated on 23.09.2025**

### Contact Info:

If you have any questions about how your personal information will be processed, please contact us at [info@spencerteachingschoolhub.org.uk](mailto:info@spencerteachingschoolhub.org.uk) and enter Privacy Notice and Data Retention Question as a reference.