



## Privacy Notice: Spencer Teaching School Hub

### Focus: National Professional Qualifications (NPQs)

#### Who we are

This work is being carried out by the Spencer Teaching School Hub team, which works with Ambition Institute and 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 processor for the personal data processed as part of the Teaching School Hub commission. DfE are data controllers of personal data processed in connection with the programme and Ambition Institute are also data processors.

#### How we will use your information

We collected your personal data directly from you/through Ambition Institute 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 the NPQ courses. This also relates to how we collect and store information through the use of Ambition Institute and internal data storage and share information with course facilitators for the purposes of completing the course and gaining the qualification.

#### 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 Ambition Institute application portal or our registration form) and includes

- Full Name
- Email
- Phone number/home address
- Occupation
- Employment
- Personal information in relation to you to enable us to fully support you through the duration of the qualification

#### 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"



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The collection and sharing of this type of data is necessary in order to execute the contract in ensuring the requirements of the qualification and any funding from the DfE are adhered to.

And in terms of any special category data we process, such as TRNs, this is also lawful to ensure statutory compliance with the DfE in order to undertake the qualification.

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

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

- 1) **Ambition Institute** who already hold some information on you for the purpose of the course during your application. We will share information relevant to you with Ambition Institute should they require the additional information they do not already hold for you (their [data protection policy](#) is available on their website. Furthermore, their privacy notice is accessible here: [NPQ Privacy Notice.pdf](#)

The data is retained by Ambition Institute for 6 years after completion of the qualification. If we terminate our contract with Ambition Institute, they will retain participant data for up to 7 years, in line with data protection expectations.

- 2) **The Department for Education** for the purposes of registration and completion of the qualification and changes in circumstances.

We are responsible for submitting relevant data to Ambition Institute who in turn report back to the DfE on your progress/completion of the qualification. You can find information on how Ambition Institute process the data with the DfE via the [data privacy policy](#).

- 3) **Representatives of the Spencer Teaching School Hub NPQ Team** for the purposes of providing continued support throughout the duration of the course, this includes Visiting Fellows, QA Representatives and the NPQ Team.

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

We will keep your personal data (accessibility requirements etc.) for 1 year after completion of the qualification. Training/engagement details and contact details will be kept for 5 years after completion of the qualification.

### 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 25.09.2025**

### 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.