



Privacy Notice

Who is this privacy notice for?

This privacy notice applies to:

- Trainees
- GITEP staff
- Professional Leads
- Subject Mentors
- Partnership Board Members
- Partner Schools

Why do we need a privacy notice?

GITEP, part of the Balcarras Trust, is committed to protecting the privacy and security of your personal information. This notice explains how we collect, use, and share personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time and will notify you of significant changes.

Who is responsible for your data?

The Balcarras Trust is the “data controller” on behalf of GITEP. This means the Trust decides how your personal data is processed and why.

Data Protection Officer

The Balcarras Trust Data Protection Officer is Mr PW Hung, who operates independently and reports directly to the CEO of the Balcarras Trust. He can be contacted via chair@balcarras.gloucs.sch.uk. His role is to advise and monitor compliance with data protection obligations.

Data Protection Principles

We comply with data protection law, which requires that personal data must be:

- Used lawfully, fairly, and transparently
- Collected for specific, legitimate purposes
- Relevant and limited to those purposes
- Accurate and kept up to date
- Retained only as long as necessary
- Kept securely

Privacy Notice for Trainees

Personal Data We Hold

- Contact details
- Date of birth, marital status, and gender
- Next of kin and emergency contact numbers
- Bank account details, payroll records, National Insurance number, and tax status
- Recruitment information (e.g. right to work documentation, references)



- Qualifications and employment records (e.g. job titles, working hours, training records)
- Absence data
- Copy of photo ID (e.g. passport or driving licence)
- References (confidential references are exempt from disclosure under the Data Protection Act 2018)
- Support plans, action plans, or safeguarding plans as required

Special Category Data

We may also collect and use sensitive personal data, including:

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Health, including medical and sickness records

Why We Use This Data

We process your data to:

- Establish relevant experience and qualifications
- Facilitate safer recruitment and meet safeguarding obligations
- Support effective training and development
- Inform recruitment policies
- Monitor equal opportunities
- Improve workforce data management
- Ensure appropriate access arrangements

Lawful Basis for Processing

We process your personal data under the following lawful bases:

- To comply with legal obligations
- To carry out tasks in the public interest
- With your consent (where applicable)
- To protect your vital interests or those of another person
- Under the “recognised legitimate interests” basis introduced by the Data (Use and Access) Act 2025, particularly for safeguarding and public protection

You may withdraw consent at any time where it is the basis for processing.

Data Sharing

Where relevant and necessary, we share data with our university PGCE partner, with whom we have a data sharing agreement. The information we share includes:

- Trainee names (title, forename, middle name(s), surname), contact details (including postal address and email address), student number, course, location, registration details and enrolment status.
- Gender
- Date of Birth
- Trainee’s academic qualifications, language qualifications (where applicable) and education.
- Trainee’s training phase (primary and early years or secondary education) and subject
- Title of trainee’s undergraduate qualification
- Outcome of trainee’s undergraduate award
- Title of any postgraduate awards (Masters, PhD etc)
- Outcome of any postgraduate awards



Special Category Personal Data:

- Trainee nationality
- Trainee's country of domicile
- Trainee disability / health

We do not share your personal data with third parties without your consent unless legally required or permitted. We may share data with:

- Local authorities (e.g. for safeguarding)
- Department for Education
- Your family or representatives (to protect vital interests)
- Ofsted (during inspections)
- Survey and research organisations (with consent)
- Trade unions and associations (with consent)
- Health authorities and social welfare organisations (for wellbeing and safeguarding)
- Police, courts, and tribunals (where legally required)
- Professional bodies (where legally required or with consent)
- Employment and recruitment agencies (with consent)