**ITE Partnership Office Privacy Policy**

The University of Exeter (the “university”) is a data controller and is committed to protecting your personal data and working in accordance with all relevant data protection legislation. We process your data in relation to the arrangement of placements for our trainees. This Privacy Notice explains how the university processes and uses the personal data we collect in relation to this.

**What Data Do We Hold**

The university will hold data that is provided to us by your school or by you personally and records of any training that you undertake with us.

Our records will include:

* ‘Personal Details’ – such as your name, employing school and subject specialism/role
* ‘Training Details’ – relating to any Partnership training that you have undertaken with us
* ‘Bank Details’ – Where these have been provided for the reimbursement of expenses

**How do we use your data?**

The University Partnership Office uses your Personal and Training Details in the arrangement of our trainees’ placements. Your Bank Details will be used solely for the payment of your expenses.

**How will we share your data?**

Your ‘Personal Details’ may be shared with our PGCE trainees in relation to their placements. The University does NOT sell data to third parties or allow third parties to sell on data where data is shared with them.

**How do we protect your data?**

Your data is held securely on a password protected database and on a secure drive. These are only accessible by a limited number of university staff, who have completed the University’s data protection training.

The university ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

**Your rights and preferences**

You have the right to:

* Ask us to see, correct or delete the data we hold about you
* Object to receiving communications and direct marketing
* Ask for the transfer of your data electronically to a third party

The university’s Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to personal data and can be contacted at [dataprotection@exeter.ac.uk](mailto:dataprotection@exeter.ac.uk), you can also contact the DPO if you have any queries or concerns about the University’s processing of your personal data. You have the right to lodge a complaint with the Information Commissioner’s Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

**Other information**

The legal basis for processing your personal data for the purposes as described above is the consent that you have provided.

This Privacy Notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This Privacy Notice was last updated in May 2018.

**Further information**

If you have any questions regarding this Privacy Notice please do not hesitate to contact us on 01392 724841 or exeterpartner@exeter.ac.uk.