

Privacy Policy

Privacy Notice Education Space

Entrust Support Services Limited is a provider of education support services to schools, local authorities and government. EducationSpace is a hub of websites dedicated to providing leading expertise, personalised support, mentoring, skills and knowledge. This privacy policy explains how we use any personal information we collect about you when you use this website.

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What information do we collect about you?

We collect the following information about you when you complete the self-evaluation and/or become a user of EducationSpace.

- Name
- Address
- Telephone number
- Email address
- School DfE number

GovernorSpace - Clerking development funding

- Gender
- Age bracket
- Ethnicity
- Disability yes/no
- Highest qualification
- Number of years experience as a clerk
- Number of boards provide clerking services to
- Sector of boards provide clerking services to
- Max number of schools governed by a board which clerking services are provided to
- Provide clerking services to MAT boards yes/no
- Provide services to federation governing boards yes/no
- Provide clerking services to any board in an opportunity area yes/no
- Which RSC region are the majority of clerking services provided
- Referee name, email, telephone number

GovernorSpace - Leadership development funding

- Gender

- Age bracket
- Ethnicity
- Disability yes/no
- Number of years experience as a governor
- Referee name, email, telephone number
- Role
- Number of years in role
- Number of schools governed by the governing board
- Governor identification number

SENDSpace

- School type
- School phase

NQTSpace

- School type
- School phase
- NQT name
- NQT role
- NQT specialism

WorkExperienceSpace

- Work experience date periods
- Work experience year groups
- Number of students
- Student name
- Student date of birth
- SEND yes/no – school can add comments if required
- Student age in years
- Student telephone number – not compulsory
- Student school
- Student tutor
- Employer contact representative and role
- Employer name
- Employer address
- Employer telephone number
- Employer email

WorkExperience Employer Health and Safety checks

- Last date of visit
- Time of visit
- Which school requested the check
- Student name due to visit
- Insurance yes/no

- Public liability yes/no
- Policy name
- Policy number
- Expiry date
- Exempt and reason drop down
- Supervisor
- Induction and on the job training yes/no
- Risk assessment – completed yes/no, documented yes/no, name of person completed by, advice issued
- Young persons – placement take young persons on placement yes/no, existing risk assessments for young people yes/no, review of risk assessments required yes/no, advice issued yes/no
- PPE equipment – safety shoes, other details
- First aid details
- Fire Safety details

How will we use the information about you?

We collect information about you to:

Manage your account and access to our website.

- Deliver training, mentoring and other services
- Carry out statistical analysis and share anonymised data with our partners to support the development of future programmes.
- Report to the Department for Education (Only applicable for funded GovernorSpace programmes)

Information Sharing Governospace

We may use associates to deliver training and mentoring through the Governospace portal and as such our associates may have access to your personal information in order to provide training and mentoring via the Governospace portal. The following information will be accessed by associates:

- Name
- School
- Telephone number
- Email address

Information Sharing WorkExperienceSpace

We may use your information to conduct health and safety checks with Local Authorities in relation to work experience placements. The following information will be shared with Local Authorities:

- Placement start date
- Pupils name
- School name
- Employer name
- Employer telephone number
- Employer email address
- Student role whilst on placement
- SEND information if relevant to the placement.

Information Sharing General

Where third parties come into contact with your information in the course of providing their services to us they must provide equivalent levels of security for your information as Entrust and, where required, are bound by a legal agreement to keep your information private, secure and to process it only on the specific instructions of Entrust.

We may share relevant information about you to our nominated training providers so that they can deliver services directly to you.

By submitting your personal information through this website, you are consenting to it being processed in the manner described above.

You have the right to remove and/or amend your consent at any time, by contacting enquiries@entrust-ed.co.uk

Data Combining

We may use the information you provide to us and combine this with publicly available information, such as DfE's 'Get information about schools', and other information we hold about you or the school.

Marketing

We will only send you marketing information and materials if you have opted in to receive these when registering as a user of EducationSpace. You can opt out of this feature and ask for personal data to stop being recorded at any time by emailing enquiries@entrust-ed.co.uk or by writing to us at the address below.

Access to information and correction

You have a right to request a copy of the information we hold about you. If you would like a copy of your personal information, please email enquiries@entrust-ed.co.uk or write to us at the address below.

Due to data protection legislation we have to ensure that your personal information is accurate and up to date. You can ask us to correct or remove information you think is inaccurate.

Data portability, should you wish to transfer to another provider we will provide relevant information we hold on you in a transferrable format. You can request this by emailing enquiries@entrust-ed.co.uk

Retention of information

We may retain the information we hold on you for a period of up to six years for the purpose of service delivery, statistical analysis, financial reporting and reporting to DfE (Reporting to DfE is only applicable to GovernorSpace funded programmes).

If you cease using the EducationSpace service you will no longer receive marketing information and materials. To continue receiving marketing information and materials you will be required to opt in again by re-registering as a user of EducationSpace or requesting information and marketing materials by emailing enquiries@entrust-ed.co.uk

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. The information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above website tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only relates to this website, so when you link to other websites you need to read their privacy policy.

Changes to our privacy policy

We keep our website under regular review and we will place any updates on this web page. This policy was last update in June 2019.

How to contact us

Please contact us if you have a question about our privacy policy or any information we hold about you:

- By emailing enquiries@entrust-ed.co.uk
- Or write to us at: Entrust Support Services Limited, The Riverway Centre, Riverway, Stafford ST16 3TH

Contact Details for Information Commissioners Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

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June 2019



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Telephone: 0303 123 1113