

Titan Partnership Privacy Policy

Titan Partnership is a unique cross-phase network of Nursery, Primary and Secondary Schools, FE Colleges, Private Training Providers and Universities in Birmingham. This privacy policy explains how we use and store any personal information we might collect from you.

As a membership organisation, we will only contact you with a legitimate business interest and when we have your consent to do so.

Topics:

- [What information do we collect about you and why?](#)
- [How do we process and store the information we collect about you?](#)
- [How long will we keep the information we collect about you?](#)
- [Titan Partnership website](#)
- [Titan Partnership marketing](#)
- [Access to your information and correction](#)
- [Changes to our privacy policy](#)
- [How to contact us](#)

What information do we collect about you and why?

We request information in the following ways:

Titan Membership

In order to provide you with exceptional service, as a member of staff at a Titan Partnership member organisation we will request the following information:

- Your full name
- Your job title/role within the organisation
- Your work email address
- Your work telephone number

In a membership capacity we will never request your personal (i.e. non-work related) information.

Titan and Titan Initial Teacher Training Website Enquiries

If you contact us via our website we will request the following information in order to respond to your enquiry:

- Your name
- Your email address
- Your telephone number

- The details of your enquiry

Titan Initial Teacher Training Programme

When you apply to the Titan Initial Teacher Training programme via UCAS we are sent the information submitted via your UCAS account. For further information on the data collected by UCAS please visit their [privacy policy](#). This information is used to process your application.

If you are invited to interview, we will request the following information:

- Photographic identification
- Proof of address

All trainee teachers are subject to a Disclosure and Barring Service (DBS) check. Titan Initial Teacher Training use the third party service uCheck. All information is submitted directly to uCheck and not to Titan Partnership. For further information on the data collected by uCheck please visit their [privacy policy](#). Applicants are subject to medical checks in order to prove they are fit to teach. This process is completed directly via your GP and no personal information is sent to Titan Partnership.

For successful applicants and those currently engaged or working in Initial Teacher Training we will require, where needed, bank details and tax information to process any payments due to you and manage tax liabilities to HMRC as per statutory requirements.

Titan Partnership Payroll Services

For those members who subscribe to the TPS Payroll Service, we require the following information directly from the member school in order to make salary payments:

- Name
- Address
- National Insurance
- Bank details
- Employment status

This information is required purely to process payroll and calculate relevant tax liabilities. We share this information with our external payroll provider who manages the payroll on our behalf. Information sent to the payroll provider is managed in a highly secure manner. For any more details on our payroll service, please contact us at admin@titan.org.uk

The information we collect enables us to understand your needs and to provide you with a better service and in particular:

- To respond to enquiries and requests
- To inform you of key events/activities which have been organised based on the requirements outlined by senior leaders from your organisation
- Internal record keeping and administration

We may use your information to improve our products and services, including this website, and for statistical analysis.



How do we process and store the information we collect about you?

Data submitted for the purpose of contacting us is processed via web servers and sent via email to members of staff.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We do not sell or share personal information about you with other people or non-affiliated companies except to provide services as part of your agreement.

How long will we keep the information we collect about you?

Titan Membership

Information from member staff will be held for the entirety of that organisations membership. Following any cancellation of membership the information will be retained for a further year.

Titan and Titan Initial Teacher Training Website Enquiries

Information received via enquiry will be held until the enquiry has been resolved and closed. Details of the enquiry (excluding personal information) may be held for data statistical analysis.

Titan Initial Teacher Training Programme

All applications, whether rejected or successful, will be filed and securely stored for seven years for inspection related purposes.

Successful applicant information will be held with us as long as you remain on our programme and details of payments made will be retained in line with accounting guidelines of record keeping.

Titan Partnership Payroll Services

Information received for the purposes of the TPS Payroll Service will be maintained in line with the data storage policy and in line with statutory/accounting guidelines.

Titan and Initial Teacher Training Website

When someone visits our website, we collect standard internet log information and details of visitor behaviour patterns. This allows us to monitor traffic to our website.

Information is collected anonymously and Titan Partnership do not make any attempt to identify those visiting the website.

We will not associate any data gathered from this site with any personally identifying information from any source. Should we wish to collect personally identifiable information through our website we will make this clear when we collect it and will explain how we intend to use the information.

Our website contains links to other websites. This privacy policy only applies to the Titan Partnership website. When following links to external websites please read their own privacy policies.



Titan Partnership Marketing

If you are a non-member, we would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing from us you may opt out at a later date. You have a right at any time to withdraw your consent and all our marketing communications contain an unsubscribe link.

Access to Your Information and Correction

Under data protection legislation you have the right to:

- Obtain a copy of all personal information that we hold
- Have any inaccuracies or incompleteness in the information rectified
- Object to us processing any personal information
- Have us erase any personal information
- Withdraw consent to process the data in circumstances where consent has been obtained

If you would like access to request access to your information or would like to make corrections please [contact us](#). There may be a small processing fee for this service. Please note that if we are stopped or restricted from processing your information we may not be able to provide the full benefits of membership.

Changes to Our Privacy Policy

We keep our privacy policy under regular review and will notify you about any significant changes in the way we treat personal information. This policy was last updated on 10th May 2018.

How to Contact Us

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

- By email: dpo@titan.org.uk
- Or write to us at: Titan Partnership, 75 Harborne Road, Birmingham, B15 3DH