

Privacy Notice

Teaching School Hub

Approval Date:	4 th September 2023
Next Review Due:	4 th September 2024

1. Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the L.E.A.D. Teaching School Hub uses any personal data that is held about them. We, L.E.A.D. Academy Trust, are the Data Controller for the purposes of data protection law..

2. Document Purpose

- 2.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about individuals we engage with regards to the Trusts Teaching School Hub.

3. Definitions

- 3.1 **Trust** means all Academies within the L.E.A.D. Academy Trust , as well as Head Office and central services operations. This includes the Teaching School Hub.
- 3.2 **Executive Leadership Team** means the Chief Executive Officer (“CEO”) and the direct line management reports of the CEO (the “Directors”).

Privacy Notice – L.E.A.D. Teaching School Hub

4. Data Controller and Processors

- 4.2 L.E.A.D. is the Data Controller for the purposes of data protection law and therefore will determine the purposes for which personal data is processed (the ‘why’ and the ‘how’). third parties, e.g. ECT Manager, process and ‘use’ data on behalf of (under the supervision/control) the Trust and are therefore Data Processors.
- 4.3 The postal address of the Trust is:
5a, The Ropewalk
Nottingham
NG15DU
- 4.4 The Trusts Data Protection Officer is Lee Jepson
- 4.5 The Trust will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

5. The Categories of Personal Data L.E.A.D. Holds

- 5.1 We process data relating to those who engage with our services and data which is shared with us via the DfE or Local Authority. Personal data that we may collect, use, store about you includes, but is not restricted to:

- Name, organisation and job title and stage of career
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to you engaging in working with The L.E.A.D. Teaching School

- Hub e.g. your career progression.
- Dietary requirements or access arrangements where applicable
- Payment details of the school or Trust for the payment of services accessed.
- Data contained in or relating to any communications that you send to us or send through our website
- Data that you chose to send via email or online forms e.g. for a specialist role

6. Why L.E.A.D. uses this Data

The purpose of processing this data is to help us run the Teaching School Hub effectively, including:

- 6.1** To enable efficient communication with people who choose to engage with the Teaching School Hub
- 6.2** To promote and share the activity of the Teaching School Hub, we may contact you to promote activities and opportunities that we believe may be of interest to you
- 6.3** To review the way in which you use the website and how effective our website and communication systems are
- 6.4** To support the overarching strategy of the Teaching School Hub and identify the demographic of schools , roles and positions accessing the programmes on offer.
- 6.5** We will process your personal data when you register and attend course or event/training/course. This is to assist us with understanding how many individuals will attend an event and the arrangements that we have to put in place to ensure that the event/training/course can operate appropriately.
- 6.6** We value your interest and would like to keep in touch with you. We would like to use your personal details for the purpose of sending you marketing materials such as invitations to future events and newsletters by post and email.

7. Our Lawful Basis for Using this Data

- 7.1** We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:
 - Book and manage an event/training or course on the grounds of our legitimate interest.
- 7.2** We will process your personal data in the case of communication by email for marketing purposes on the basis of your consent. You have the right to opt out of this type of processing at any time.
- 7.3** Less commonly, we may also use personal information about you where:
 - You have given us consent to use it in a certain way
 - We need to protect your vital interests (or someone else's interests).
 - It is required for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity.

- 7.4** Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

8. Collecting Information

- 8.1** Whilst the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

9. How L.E.A.D. Stores the Data

- 9.1** We are committed to ensuring that your information is secure. In order to prevent unauthorised access, alteration or disclosure, we have put in place suitable physical, electronic and organisational procedures to safeguard and secure the information we collect online.
- 9.2** The data collected will be stored securely on the Trust's MIS, limited personal data will be stored securely on a Google document on the Trust's Google Drive. Data is stored and managed by L.E.A.D. IT services.

10. Data Sharing

- 10.1** We do not share personal information about you with any third party without your consent unless the law and data protection policies allow us to do so. We may share personal information about you with:
- Department for Education (DfE)
 - suppliers and service providers - to enable them to provide the service for which we have contracted them
 - central and local government
 - our auditors
 - professional advisers and consultants
 - professional bodies.

10.2 Updating information

Please let us know if the personal information that we hold about you needs to be corrected or updated.

11. CCTV

- 11.1** At the site of the Teaching School Hub CCTV is operated on site. This is considered necessary to protect staff, and visitor's safety and/or Trust property.

12. Retention of data

Personal data that we process for any purpose or purposes shall not be kept for

longer than is lawfully necessary for that purpose or those purposes.

13. Third party websites

Our website includes hyperlinks to, and details of, third party websites. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

14 About cookies

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

14.1 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

14.2 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

14.3 We use cookies for the following purposes:

- (a) to help us to analyse the use and performance of our website and services
- (b) to store your preferences in relation to the use of cookies more generally.

Cookies used by our service providers:

- ☐ Our service providers use cookies and those cookies may be stored on your computer when you visit our website.

14.1 Managing cookies:

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

<https://support.google.com/chrome/answer/95647?hl=en> (Chrome)

<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox)

<http://www.opera.com/help/tutorials/security/cookies/> (Opera)

<https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer)

<https://support.apple.com/kb/PH21411> (Safari)

<https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

- ☐ Blocking all cookies will have a negative impact upon the usability of many features

- ☐ If you block cookies, you will not be able to use all the features on our website.

14. Your Rights

14.1 You have the right to:

- Ask for access to your personal information.
- Ask for rectification of the information we hold about you.
- Ask for the erasure of information about you.

- Data portability i.e. have your personal information transmitted electronically to another organisation in certain circumstances.
- Object to us processing your information.
- Make a subject access request to gain access to your personal information held by the Teaching School Hub

15. How to access personal information we hold about you

15.1 Individuals have a right to make a Subject Access Request to gain access to personal information that the Trust holds about them. If you want to make a request, please contact the Trusts Data Protection Officer.

15.2 If you make a Subject Access Request and we do hold the requested information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.
- Respond without delay and within one month of receipt of the request.

15.3 More information regarding Subject Access Requests is detailed in the Trust Data Protection Policy, this can be found on the Trusts website.

16. Your other rights regarding your data

16.1 Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

16.2 To exercise any of these rights, please email [Amanda@ leadtshub.co.uk](mailto:Amanda@leadtshub.co.uk)

17. Complaints

17.1 We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the DPO in the first instance (see below)

17.2 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113.
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

18. Contact Details – Data Protection Officer (DPO)

18.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice please contact our DPO, details below:

- Data Protection Officer, Lee Jepson : leejepson@leaditservices.co.uk