

Privacy Notice

Teaching School Hub

Document Management Information

Applicable to:	All staff in all Academies and Central Support Services including individuals employed by the Trust, contractors and agency staff. All Members and Trustees.
Dissemination:	The policy will be available to staff via the Trust's Policy Centre
Implementation:	Applicable to L.E.A.D. Teaching School Hub
Training:	On request
Review Frequency:	The policy will be reviewed every three years. The policy will also be reviewed earlier if needed in the light of new evidence/legislation/guidance
Policy Author:	Amanda Griffiths, Teaching School Hub Director
Executive Policy Owner:	Bobby Thandi, Deputy Chief Executive
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1. Introduction

1.1 Under data protection law, individuals have a right to be informed about how the Trust and its Academies use any personal data that is held about them. We, L.E.A.D. Academy Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

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.

3.2 **Executive Leadership Team** means the Chief Executive Officer (“CEO”) and the direct line management reports of the CEO (the “Directors”).

Privacy Notice – 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’). Your Academy and authorised 3rd parties, e.g. Bromcom, 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 we otherwise engage with. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information, including name, email address, your employer/school name, a booking contact (if different) and any details that you have specifically entered when booking a place on a course/event or making an enquiry.
- Other information relating to Early Careers Teachers Programme and information required to register for courses/training offered through the Teaching School Hub and the Ambition Institute as well as other partners may include and not be limited to, date of birth, ethnicity, gender, education and work data, next of kin details and a photograph.

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

- 6.1** 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.
- 6.2** 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.
- 6.3** Your data may also be used for,
- Delivering and supporting you with the Teaching School Hub courses you have booked.
 - Check the quality of the CPD services.
 - In the Dept for Education audits.
 - In any financial audits we are required to complete.
 - Research and planning of new services we plan to offer.

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. More detail is contained in the Trust's Data Protection Policy.
- 7.5** Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

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 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.

10. Data Sharing

10.1 We do not share personal information about you with any third party without your consent unless the law and our policies allow us to do so. We may share your booking details and CPD feedback with the DFE if we are asked to do so. The Teaching school Hub works in partnership with the Education Development Trust, personal data will be shared with the Education Development Trust for the purposes set out in this privacy notice, and a number of other third parties in relation to your training or course that you are participating in.

11. Transferring Data Internationally

11.1 Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

12. CCTV

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

13. Your Rights

13.1 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.

14. How to access personal information we hold about you

14.1 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.

14.2 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.

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

15. Your other rights regarding your data

15.1 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

15.2 To exercise any of these rights, please email

16. Complaints

16.1 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

16.2 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.

17. Contact Details – Data Protection Officer (DPO)

17.1 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