

Privacy notice for Training Delegates

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who visit a Trust school to undertake training.

We, The Small Schools Multi Academy Trust are the 'data controller' for the purposes of data protection law. Our data protection officer is Jacqui Bowman (see 'Contact us' below).

The personal data we hold

We process data relating to those who visit one of our Schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your first name and surname
- Course attended
- Date attended
- Where you work
- Email Address
- Phone number

We do not collect, store and use information about you that falls into "special categories" of more sensitive personal data.

Why we use this data

The purpose of processing this data is to help us:

- comply with Fire Regulations with regard to safely evacuating the premises
- Safeguard our pupils and staff by knowing who is on the premises, and who they are visiting
- Make decisions regarding number of attendees and available space
- Produce certificates
- Prove training was delivered

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a contract
- Carry out a task in the public interest

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.

Collecting this information

You can choose not to provide us with this information. However, if you choose not to, we may be unable to allow you in to Trust premises.

How we store this data

This data is stored in a paper training register, and in an electronic file. Both are stored securely. We keep these in line with our retention schedule, which can be found on our website www.tssmat.staffs.sch.uk or provided on request.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns*
- *The Department for Education*
- *Our regulator [e.g. Ofsted, Church of England Lichfield Diocese Education Board]*
- *Security organisations*
- *Professional advisers and consultants*
- *Training providers*
- *Police forces, courts, tribunals*
- *Professional bodies*

Transferring data internationally

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.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

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
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

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 us in the first instance.

To make a complaint, please contact our data protection officer.

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Jacqui Bowman, 01543 472 245, j.bowman@tssmat.staffs.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.