

Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data 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 applying for jobs at our school/trust.

We, Together Learning Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Mrs Janine Webb. Our DPO is supported by a nominated Senior Leader for Data Protection within each school. See "Contact us" section below.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. This can be accessed online via the trust website or a hard copy is available from the trust central team (see 'Contact Us' below).

The personal data we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, date of birth, Contact details
- Next of Kin/emergency contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards students
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

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 legal obligation
- Carry out a task in the public interest

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)

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. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Where we process special category data we will identify both a lawful basis and a separate condition for processing under UK GDPR Article 9.

Collecting this information

While the majority of the 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 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.

How we store this data

Personal data we collect as part of the job application process is stored in line with our Records Management Policy / Records Retention Schedule. When it is no longer required, we will delete your information in accordance with our Records Management Policy / Records Retention Schedule. This is available online from the trust website or from the trust central team in hard copy (see 'Contact Us' below)

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 visitors with:

- Our local authority – to meet our legal duties to share certain information with it, such as safeguarding concerns
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants – to comply with entitlements and assist with claims
- Employment and recruitment agencies – as necessary in the performance of contracts with them
- Department for Education
- Our governing body

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 the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the trust 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 a 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 the individual school / trust central team in the first instance.

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 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 the individual school / trust central team in the first instance.

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 the designated school / trust contact in the first instance.

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 the senior leader responsible for Data Protection in the relevant school. Alternatively, you can also contact the Central Trust Team for further information:

Bolton Brow Primary Academy: 01422 831031

Paul Kelesidis – Headteacher

Honley High School: 01484 506484

Amanda Haigh – School Business Manager

Meltham Moor Primary School: 01484 859032

Liz Woodfield - Headteacher

Netherton Infant and Nursery School: 01484 661832

Emma Barker - Headteacher

Ryburn Valley High School: 01422 832070

Mark Thorley – Business and Compliance Manager

Brooksbank School: 01422 374391

Nicola Davies – Business and Compliance Manager

Castle Hill School: 01484 544558

Steve Perren - Principal

Together Learning Trust Central Team, Data Protection Officer: 01422

483355 Janine Webb - Director of Business, Operations and Compliance

Privacy notice for pupils/students

You have a legal right to be informed about how your school uses any personal information it holds about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Together Learning Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Mrs Janine Webb. Our DPO is supported by a nominated Senior Leader for Data Protection within each school. See "Contact us" section below.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government. This information includes:

- Your contact details and personal information (such as name, unique pupil number and address)
- Emergency contact details
- Your examination results, assessment and attainment information
- Your attendance information (such as sessions attended, number of absences and absence reasons including exclusions)
- Your characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Medical information (any relevant medical conditions or treatments and a log of any incidents/illnesses that we are aware of and occurred at school, dietary requirements, doctors information)
- Behaviour information (record or behaviour events as per the Behaviour for Learning Policy, exclusions)
- SEND (record of any Special Educational Needs or Disability, along with associated observations, strategies and learning plans)
- Safeguarding information (such as court orders and professional involvement)
- Information on the use of the internet and ICT resources to ensure safe and appropriate use of resources
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- To support student learning
- Track how well the academy as a whole is performing
- Look after your wellbeing

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Where we process special category data we will identify both a lawful basis and a separate condition for processing under UK GDPR Article 9.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a student at our academy. We may also keep it after you have left the academy, where we are required to by law. We have a Records Management Policy / Record Retention Schedule which sets out how long we must keep information about students. This is available online from the academy website or from the Trust Central Team in hard copy (see 'Contact Us' below)

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, 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 duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a government department) – to meet statutory obligations to provide them with information, especially with regard to data returns such as census.
- Your family and representatives – in case of emergencies such as a health matter and as necessary in the performance of our education function
- Educators and examining bodies – as necessary in the performance of our education function
- Our regulator (the organisation or "watchdog" that supervises us), Ofsted – to enable it to evaluate the education we provide, which is in the public interest
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations – so that they can provide the services we have contracted them for
- Central and local government – to meet statutory obligations and legal duties to provide them with information
- Our auditors – to demonstrate that we have taken appropriate action in providing your education
- Health authorities – to comply with our legal and statutory obligations, with investigations and to support legal entitlements
- Security organisations – with regard to legal or safeguarding investigations and to assist in crime prevention, detection and prevention of fraud
- Health and social welfare organisations – to enable us to comply with our duty of care and statutory safeguarding duties for your wellbeing
- Professional advisers and consultants – to comply with entitlements and assist with claims
- Police forces, courts, tribunals – in order to uphold law and order
- Professional bodies – to verify information for legal purposes

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the National Pupil

Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

Youth support services

Pupils aged 13+

Once you reach the age of 13, we are legally required to pass on certain information about you to our local authority and/or provider of youth support services, as they have legal responsibilities regarding the education or training of 13-19 year-olds. This information enables them to provide youth support services, post-16 education and training services, and careers advisers. Your parents/carers, or you once you're 16, can contact your schools office to ask us to only pass your name, address and date of birth to our local authority and/or provider of youth support services.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service and is held in line with our data retention schedule.

For more information about services for young people, please visit our local authority website.

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 the personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with

- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request, please contact your school office in the first instance.

Your other rights regarding your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

To make a complaint, please contact the designated school contact in the first instance.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 the senior leader responsible for Data Protection in the relevant school. Alternatively, you can also contact the Central Trust Team for further information:

Bolton Brow Primary Academy: 01422 831031

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Amanda Haigh – School Business Manager

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Castle Hill School: 01484 544558

Steve Perren - Principal

Together Learning Trust Central Team, Data Protection Officer: 01422

483355 Janine Webb - Director of Business, Operations and Compliance

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.

Privacy notice for school and trust workforce

Under data protection law, individuals have a right to be informed about how the trust uses any personal data 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 we employ, or otherwise engage, to work at our schools.

We, Together Learning Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Mrs Janine Webb. Our DPO is supported by a nominated Senior Leader for Data Protection within each school. See "Contact us" section below.

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system.
- Trade union information

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records.

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning

- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body.

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:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

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).

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. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Where we process special category data we will identify both a lawful basis and a separate condition for processing under UK GDPR Article 9.

Collecting this information

While 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 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.

How we store this data

Personal data is stored in line with our Records Management Policy / Record Retention Schedule. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy / Record Retention Schedule. This is available online from the trust website or from the Trust Central Team in hard copy (see 'Contact Us' below).

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 duties to share certain information with it, such as safeguarding concerns
- The Department for Education – to meet statutory obligations to provide them with information, especially with regard to data returns such as census.
- Your family and representatives – in case of emergencies such as a health matter
- Educators and examining bodies – as necessary in the performance of our education function
- Our regulator, Ofsted – to enable it to evaluate the education we provide, which is in the public interest
- Suppliers and service providers – so that they can provide the services we have contracted them for e.g. payroll
- Financial organisations – so that they can provide the services we have contracted them for

- Central and local government – to meet statutory obligations and legal duties to provide them with information
- Our auditors – to demonstrate that we have taken appropriate action in providing our education service
- Trade unions and associations – to assist them in meeting statutory and legal obligations
- Health authorities – to comply with our legal and statutory obligations, with investigations and to support legal entitlements
- Security organisations – with regard to legal or safeguarding investigations and to assist in crime prevention, detection and prevention of fraud
- Health and social welfare organisations – to enable us to comply with our duty of care and statutory safeguarding duties for your wellbeing
- Professional advisers and consultants – to comply with entitlements and assist with claims
- Police forces, courts, tribunals – in order to uphold law and order
- Professional bodies – to verify information for legal purposes
- Employment and recruitment agencies – as necessary in the performance of contracts with them.

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 the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the trust 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 a 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 the individual school in the first instance.

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 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 the individual school in the first instance.

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 the designated school contact in the first instance.

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

Data collection requirements

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the senior leader responsible for Data Protection in the relevant school. Alternatively, you can also contact the Central Trust Team for further information:

Bolton Brow Primary Academy: 01422 831031

Paul Kelesidis – Headteacher

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Castle Hill School: 01484 544558

Steve Perren– Principal

Together Learning Trust Central Team, Data Protection Officer: 01422 483355

Janine Webb - Director of Business, Operations and Compliance

How government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the department

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested, and
- the arrangements in place to securely store and handle the data

Data collection requirements

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>

Privacy notice for suppliers and third party visitors

Under data protection law, individuals have a right to be informed about how the trust uses any personal data 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 visitors to the school, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We, Together Learning Trust, are the 'data controller' for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

Our Data Protection Officer (DPO) is Mrs Janine Webb. Our DPO is supported by a nominated Senior Leader for Data Protection within each school. See "Contact us" section below.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- Photographs for identification purposes for the duration of your visit
- CCTV images captured in school
- Information about any access arrangements you may need
- Relevant medical information (for health and safety requirements)
- Special category data – Disclosure and Baring Service information
- Financial Information (such as bank details, invoice information, VAT registration number)

Why we use this data

We use this data to:

- Identify you and keep you safe while on a school site
- Keep pupils and staff safe
- Maintain accurate records of visits to each school
- Provide appropriate access arrangements

Our lawful basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises.

Less commonly, we may also process your personal data in situations where:

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect someone's vital interests (save your life, or someone else's)
- We need to fulfil a contract we have entered into with you

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Where we process special category data we will identify both a lawful basis and a separate condition for processing under UK GDPR Article 9.

Collecting this information

Some of the information we collect from you is mandatory, and in some cases you can choose whether or not to provide the information to us. Whenever we seek to collect information from you, we 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. We will only collect the data that we need in order to fulfil our purposes, which are set out above.

How we store this data

We will keep your personal data while you are visiting our school. We may also keep it beyond this, if necessary, to comply with our legal obligations. Our Records Management Policy / Record Retention Schedule sets out how long we keep information about visitors. This is available online via the trust website or from the Trust Central Team in hard copy (see 'Contact Us' below). We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

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 visitors with:

- Our local authority – to meet our legal obligations to share certain information with it, such as where the visitor information is relevant to a safeguarding concern
- The Department for Education – to meet our statutory and legal obligations to share certain information with them
- Educators and examining bodies – necessary in the performance of our education function
- Our regulator, Ofsted – to enable it to evaluate the education we provide, and which is in the public interest
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government – to meet statutory and legal duties and to enable the performance of contracts
- Our auditors – to demonstrate that we have taken appropriate action in providing our education service
- Health authorities – to assist where there are legal obligations
- Security organisations – with regard to legal or safeguarding investigations and to assist in crime prevention, detection and prevention of fraud
- Health and social welfare organisations – to support a legal entitlement
- Professional advisers and consultants – to support a legal entitlement and to assist with insurance claims
- Police forces, courts, tribunals – in order to uphold law and order
- Professional bodies – to verify information for legal purposes
- The organisation/company you are representing – to verify business interests and to verify information for legal purposes

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the trust 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 a 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 the individual school in the first instance.

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 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 the individual school in the first instance.

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 the designated school contact in the first instance.

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 the senior leader responsible for Data Protection in the relevant school. Alternatively, you can also contact the Central Trust Team for further information:

Bolton Brow Primary Academy: 01422 831031

Paul Kelesidis – Headteacher

Honley High School: 01484 506484

Amanda Haigh – School Business Manager

Meltham Moor Primary School: 01484 859032

Liz Woodfield - Headteacher

Netherton Infant and Nursery School: 01484 661832

Emma Barker - Headteacher

Ryburn Valley High School: 01422 832070

Mark Thorley – Business and Compliance Manager

Brooksbank School: 01422 374391

Nicola Davies – Business and Compliance Manager

Castle Hill School: 01484 544558

Steve Perren– Principal

Together Learning Trust Central Team, Data Protection Officer: 01422

483355 Janine Webb - Director of Business, Operations and Compliance

Privacy notice for members, trustees/governors and other volunteers

Under data protection law, individuals have a right to be informed about how the trust uses any personal data 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 working with the trust in a voluntary capacity, including trustees/governors.

We, Together Learning Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Mrs Janine Webb. They are supported within each school by a nominated Senior Leader for Data Protection. See "Contact us" section below.

The personal data we hold

We process data relating to those volunteering at our trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, date of birth and address
- Contact details – telephone number, email address
- Next of Kin/emergency contact details
- Recruitment details
- Skills audit
- Safeguarding information
- photographs
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the trust to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing trustees/governors details
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- Ensure receipt of information from the LA to facilitate the role of trustee/governor

Use of your personal information for marketing purposes

Where you have given us consent to do so, the trust may send you marketing information by email promoting trust events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails at any time by contacting the Trust Support Co-ordinator, (admin@tlt.school)

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 legal obligation
- Carry out a task in the public interest

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)
- There is a legitimate interest to share the information

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. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Where we process special category data we will identify both a lawful basis and a separate condition for processing under UK GDPR Article 9.

Collecting this information

While the majority of the 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 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.

How we store this data

Personal data is stored in accordance with our Records Management Policy / Record Retention Schedule. We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the trust. When your relationship with the trust has ended, we will retain and dispose of your personal information in accordance with our Records Management Policy / Record Retention Schedule. This is available online via the trust website or from the Trust Central Team in hard copy (see 'Contact Us' below).

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:

- Government departments or agencies – to meet our legal obligations to share information about members/trustees/governors
- Our local authority – to meet any legal or statutory requirements
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants – to comply with entitlements and assist with claims
- Employment and recruitment agencies – as necessary in the performance of contracts with them
- Police forces, courts – in order to uphold law and order

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

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- Tell you who it has been, or will be, shared with
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- Give you a copy of the information in an intelligible form

You may also have a 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 the individual school or central trust team in the first instance.

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- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
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To make a complaint, please contact the designated school/trust contact in the first instance.

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

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Castle Hill School: 01484 544558

Steve Perren– Principal

Together Learning Trust Central Team, Data Protection Officer: 01422

483355 Janine Webb - Director of Business, Operations and Compliance

How government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the department, you should make a subject access request (SAR). Further information on how to do this can be found within the department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.