

# The *Active Learning* Trust

## Privacy Notice – Conference

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data.

### Data Controller

**Littleport and East Cambs Academy** is an academy within the Active Learning Trust (“the Trust”), a multi academy trust with 21 academies. The Trust is a charitable company limited by guarantee (registration number 07903002) whose registered office is Isle of Ely Primary School, School Road, Off Cam Drive, Ely, Cambridgeshire, England, CB6 2FG. The Trust is the Data Controller for all the academies within the Trust for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is Mrs Caroline Driver, Compliance Manager Officer, email: [dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org). As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. They also act as your first point of contact if you have any questions or concerns about data protection.

### What is Personal Data?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual’s actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as special category data. (The rest is ordinary personal data).

### Categories of Personal Data we will process

- Personal information (such as name, school, email address, position held);
- CCTV Images

### Collecting Personal Data

We are collecting your personal data as part of the registration process for tickets for the conference at the Academy. We are also collecting your personal data so that we can contact you next year when we launch the second event.

## **Why we collect and use Personal Data**

We collect and use personal data under the following lawful base:

- You may have given us consent to use your personal data in a certain way. You can withdraw such consent at any time (Article 6.1 (a)). You have the right to withdraw consent at any time.

## **How we store Personal Data**

A significant amount of personal data is stored electronically. Some information may also be stored in hard copy format.

## **Data Sharing**

We will share your personal data with the Fenland & East Cambridgeshire Opportunity Area, which is funded by the Department for Education, and the East Cambridgeshire and Fenland Research School. We will also share your personal data if there is an incident and we are required to share CCTV images with the Police and law enforcement agencies.

## **How long we keep your information**

The Active Learning Trust has a policy which explains how long it keeps information. It is called a Records Retention Policy and you can ask for a copy.

We will only retain your personal information for the purposes outlined above for a year so that we can contact you next year when we launch the second event.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## **Your rights**

### **You have these rights:**

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in the Active Learning Trust's Data Protection Policy or you can ask the Active Learning Trust's Data Protection Officer. The Data Protection Policy can be found on the Active Learning Trust's website or you can ask for a copy at your school's reception.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the DPO, Caroline Driver on [dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org)