



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

L.E.A.D. Equate Teaching School Alliance Privacy Policy

Date: June 2020

Overview:

Under data protection law, individuals have a right to be informed about how the Teaching school 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 we engage with, those who access activity of the Teaching School, and people who deliver on behalf of the Teaching School within their professional capacity.

L.E.A.D. Equate has two Academies which are designated as Teaching Schools. One is Witham St Hughs Academy in Lincoln and the other is Huntingdon Academy in Nottingham. Both are schools within L.E.A.D. Academy Trust. L.E.A.D. Academy Trust is the 'data controller' for the purposes of data protection law. L.E.A.D. Academy Trust has a data protection leader, Lee Jepson. The following privacy notice applies to the activity of L.E.A.D. Equate Teaching School.

Privacy Notice:

The personal data we hold:

We process data relating to those we employ, or otherwise engage, engage with, those who access activity of the Teaching School, and people who deliver on behalf of the teaching school within their professional capacity. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- contact details, including phone number, email address and home address
- date of birth
- your role and professional responsibilities within your place of employment, your employment history and experience
- professional qualifications
- date of QTS being awarded
- your evaluation of activity that you have engaged with
- references from your line managers and colleagues
- photographs of adults - we may take photographs at events which we then use in publications, social media and our website when promoting and sharing the activity of the teaching school
- data about your use of the teaching school's information and communications system, (including social media, bulletin access and subscription, access to the website including training areas and member area). 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): Health – dietary requirement or access requirements

Why we use this data

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

- in order to review the quality of activity and inform future activity
- to enable efficient facilitation of events

- to enable efficient communication with people who choose to engage with the teaching school
- to enable an effective selection process for training courses
- to report against key performance indicators for teaching school designation
- to report on contractual obligations where activity is funded from third parties
- to promote and share the activity of the teaching school
- to promote and share activity and professional development opportunities from third parties that we believe may be of interest to you in your professional capacity
- allow better financial modelling and planning.

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
- legitimate interests.

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 teaching school's use of your data.

Collecting this information

The majority of information we collect from you is voluntary, there is some information that you can choose whether or not to provide to us, however the majority of the information is a prerequisite for the activity that you wish to engage in. 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. BookitBee (Livelt) L.E.A.D. Equate uses a Third Party Data Processor for our booking system BookitBee (Livelt), the information that we gather from the system, is related to each event you have booked on, including name, role, organisation who employ you and email address. We retain this information in electronic form for the duration of our reporting and auditing period for the teaching school. The information we gather regarding individuals access requirements and dietary

requirements is deleted after the event. If you pay for any event by debit or credit card, these details are processed by Bookitbee, not L.E.A.D. Equate and we do not gather the financial details.

For further information regarding Bookitbee processing of your data please see their privacy policy <https://terms.liveit.io/privacy-policy/>

How we store this data

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 hold. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

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:

- Department for Education
- Teaching Schools within LTT (Lincolnshire Teaching School Together)
<http://www.lincolnshireteachingschoolstogether.co.uk/>
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as paying your school of work for your deployment
- financial organisations
- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- our auditors
- survey and research organisations
- professional advisers and consultants which we have contracted to undertake work for L.E.A.D. Equate
- professional bodies
- Teacher Regulation Agency.

Our lawful basis for using this data

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.

Privacy Notice for L.E.A.D. Equate Teaching School

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 your school data protection lead, see contact Us below. 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 your school data protection lead, see contact Us below.

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 school data protection lead or Trust data protection officer -Lee Jepson: leejepson@leaditservices.co.uk.