

Privacy Notice

Partner & Member Schools

(How we use your information)

The West Country Teaching School Alliance needs to collect, store and process data on its partner and member schools in order to be able to manage the services it provides. Only essential data is held and there are clear processes in place that govern how we collect, use, store and share the data.

Under data protection law, individuals have a right to be informed about how we use 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 your personal data and that of your child.

Uffculme Academy Trust is the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr T. Aspden (see 'Contact us' below).

The personal data we hold on partners and members

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

- Contact details
- Contact preferences

Why we use this data

We use this data to:

- Manage your WCTSA membership
- Keep you informed about WCTSA activities and events

Our legal basis for using this data

The Company is legally able to process your personal data:

- when you have freely and explicitly provided your consent to this processing or
- when your personal data forms part of a contract between you and the WCTSA

The consequence of you not providing personal information to the WCTSA is that the WCTSA will be unable to keep you informed of WCTSA activities and events.

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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

How we store this data

We keep personal information about you while you are a member of the WCTSA and we will delete all records of expired members after 7 years of inactivity.

Data sharing

The information you have provided will not be shared with any other organisation.

Partners and Members rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the organisation 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
- 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

Individuals also have the right for their 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.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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**:

Mr. T. Aspden
aspdent@uffculmetrust.org