



Shropshire Academy and Learning Trust

Privacy Notice

Our Commitment

Shropshire Academy and Learning Trust is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the UK data protection laws in accordance with the General Data Protection Regulation (GDPR).

This data collection notice describes how the Trust collects and uses personal information about you.

This data collection notice describes how the Trust collects and uses personal information about you, in accordance with the General Data Protection Regulation (GDPR) and UK data protection laws.

This notice relates to the Trust stakeholders and business contacts (including suppliers and commissioners) and members of the public who might receive direct services from us, attend our training, workshops, conferences or who may simply visit our website: www.shropshirealt.org.uk.

Separate notices apply to employees, associates, consultant practitioners and to job applicants.

We may update this notice at any time.

Retention of Personal Information

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are "special categories" of more sensitive personal data which require a higher level of protection.

We may hold your personal information because you supplied it to us, or because we learned it from someone else, either in the context of providing our services to you or in the context of our business more generally, or because it is publicly available. The personal information will generally consist of your name, contact information and your job title (for business contacts), but may from time to time include further information such as information about your attendance at training and meetings, including and in respect of visitors who attend or visit the Trust office.



We may also collect information about you as a result of our use of website cookies or similar server technologies which help us to track responses to and subscriber activity in relation to marketing communication emails, electronic event invitations and other direct mailings we may send to you.

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the Trust website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Generally, you have no obligation to provide us with your personal information, but if you do not provide information we ask for we may not be able to support your request for support and/or services.

Use of Personal Information

We process your personal information for the purposes of:

- Operating our business day to day, including responding to queries to maintain our service to customers
- Sending you information about what we do, and what is happening in the education and children's social care sector
- Fulfilling business requests for consultancy and service commissioning
- Providing business support and advice to customers and commissioners
- Organising training and associated events in connection with the sector that we work within
- Monitoring equality of opportunity and diversity
- Payment processing purposes
- Ensuring compliance with our IT policies and network and information security, and any other relevant policies
- Protecting our business with security and entry systems

We process your personal information for the purpose of pursuing our legitimate interests as a business. Those interests include the efficient operation of our business; maintaining standards of service for our service commissioners; the protection of our business; and to improve equality and diversity.



We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Payments

We may use third-party services for payment processing when purchasing training and/or event scheduled services. Information is provided by service commissioners in this regard to our third-party payment processors who are governed by their own Privacy Policy. The Trust uses PayPal as a third-party payment processor who adhere to standards as defined by the PCI Security Council Standards. Please see the [PalPal Privacy Notice](#) for further information.

On Line Bookings

We may use third party services and a booking system to co-ordinate training events, manage conference bookings and to gather data information to provide business services. The Trust uses Checkfront who adhere to privacy standards required as defined in their [Checkfront Privacy Policy](#).

Accreditation and Registration

The Trust is registered with NOCN a national awarding body supporting the registration and accreditation of qualifications offered and delivered. Information is processed in accordance with business service requirements and standards as required to deliver qualifications to students. [NOCN Polices](#).

Sharing of Information

We share your information with third-party service providers, where they reasonably require it to perform their obligations or in order to enable us to achieve the objective of our processing.

The service providers might include:

- Our training and event organisers
- On line training/event booking schedules
- National Awarding Bodies for accreditation, registration and certification purposes

We may also share your contact details in respect of attendance at meetings and other events you are present at, for example in connection with minutes of such meetings, training sessions and events, and generally provide attendee details to speakers/trainers of our events.



Disclosure of Data

We shall be transparent about the intended processing of data and communicate these intentions via notification to commissioners, staff/child/parent/commissioner prior to the processing of individual's data.

Notifications shall be in accordance with [ICO guidance](#) and, where relevant, be written in a form understandable by those defined as 'Children' under the legislation.

There may be circumstances where the Trust is required either by law or in the best interests of our staff/child/parent/commissioner to pass information onto external authorities, for example Local Authorities, the Local Safeguarding Children's Board, the Local Authority Designated Officer, Ofsted, Estyn, The Police or the department of health/education. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

The intention to share data relating to individuals to an organisation outside of our Trust shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Information Sharing Agreement

Child facing services commissioned and delivered by the Trust are also informed by [The Seven Golden Rules for Information Sharing](#); DfE (2015) ensuring that all parties adhere to data protection, confidentiality and safeguarding responsibilities. All relevant child protection and/or safeguarding information disclosed by a child during an Independent Visit, a Missing Return Interview or a Commissioned Intervention to support child/children will be shared appropriately with the Designated Safeguarding Lead for the school/home/service and where required the Local Safeguarding Children's Board, the Police, Children's Services and other identified professionals as part of the commissioned service agreement.

Retaining Personal Information

We will retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements and for as long as we have a business reason for doing so.



Your Rights and Responsibilities

Under certain circumstances, by law you have the right to:

- access to your personal information (commonly known as a "data subject access request");
- rectification of your personal information if it is inaccurate;
- object to us processing your personal information where we are relying on a legitimate interest and you believe that your interests override this;
- temporarily restrict our processing of your personal information, for example where you believe the information may be inaccurate or we may not have grounds for processing it;
- erasure of your personal information, if we do not have grounds for continuing to process it;
- ask us to send you, or another organisation, certain types of personal information about you in a format that can be read by computer;
- withdraw your consent to our processing your personal information, where our processing is based on your consent.

Withdrawing Your Information

You have a right to withdraw your consent at any time where the Trust has relied upon your consent to process your personal information. Verification of your identity may be required before we respond to your request.

Data Subject Access Request

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded or excessive.

Further Information

If you have any questions about how we process your personal information please contact info@shropshirealt.org.uk. We hope that we will be able to address any questions or concerns you may have. However, you also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at www.ico.org.uk.