

 The Talentum Learning Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	October 2023	Review date:	October 2024
Policy Owner:	CEO / DPO	Page: 1 of 7			
Audience:	Trustees <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Governing Bodies <input checked="" type="checkbox"/>		

Privacy Notice for Visitors

Introduction

Under UK data protection law, individuals have a right to be informed about how our Trust 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 **visitors to individual academy sites**.

We, The Talentum Learning Trust, are the “data controller” for the purposes of UK data protection law.

The Talentum Learning Trust Schools:

All Saints CE First School - Cheadle Road, Leek, Staffordshire, ST13 5QY

Beresford Memorial CE First School - Novi Lane, Leek, Staffordshire, ST13 6NR

Blackshaw Moor CE First School - Buxton Road, Blackshaw Moor, Staffordshire, ST13 8TW

Churnet View Middle School - Churnet View, Leek, Staffordshire, ST13 6PU

Leek First School - East Street, Leek, Staffordshire, ST13 6LF

Leek High School - Springfield Road, Leek, Staffordshire, ST13 6EU

Rushton CE First School – Sugar Street, Rushton Spencer, Macclesfield, SK11 0SG

Westwood First School - Westwood Road, Leek, Staffordshire, ST13 8DL

Westwood College - Westwood Park, Leek, Staffordshire, ST13 8NP

We are an education organisation, and our contact details are:

Address:	The Talentum Learning Trust Central Office, Westwood College, Westwood Park, Leek, Staffordshire, ST13 8NP
Email:	headoffice@ttl.org.uk
Telephone:	01538 370930

Our Data Protection Officer (DPO) is Mrs Rhiannon Terry, Governance and Compliance Manager, who can be contacted at The Talentum Learning Trust Central Office, Westwood College, Westwood Park, Leek, Staffordshire, ST13 8NP or dpo@ttl.org.uk or 01538 370930 if you have any queries about this notice or anything related to data protection.

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 visits to the schools e.g. the individual's company or organisation name, arrival and departure time and car number plate.
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that maybe required
- Photographs for identification purposes

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use this data

We use the data listed above to:

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

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

The lawful basis for which we use this data

Our lawful bases for processing your personal data for the purposes listed in the **Why we use this data** section above are as follows:

For the purposes of b) from the section **Why we use this data** in accordance with the “Legal Obligation” basis - we need to process personal data to meet our responsibilities under law as set out here: All schools must carry out checks on individuals to safeguard pupils as recorded in Keeping Children Safe in Education.

For the purposes a) c) and d) from the section **Why we use this data** in accordance with the “Legal Obligation” basis - we need to process personal data to meet our responsibilities under law as set out here: The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 state all schools have a duty to protect the health and safety of all visitors

Where you have provided us with consent to use your personal data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so

Our basis for using special category data

For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- We have obtained your consent to use it in a specific way

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Other schools or trusts

How we store the data

We keep personal information about you while you are visiting our schools. We may also keep it beyond your visit with us if this is necessary.

Our data retention guidelines, which can be found on the TTLT website <https://tlt.org.uk/> sets out how long we keep information about visitors. A copy is available on request.

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.

Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- The local authority that the school is based in [Staffordshire] – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers:
 - Our sign in system
- Our auditors
- Financial organisations
- Security organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

Your Rights

How to access personal information that we hold about you

You have a right to make a “subject access request” to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that apply):

- 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 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 us (see ‘Contact us’ below).

Subject access requests can be made verbally. To ensure that your verbal request is fully understood the Information Commissioners Office (ICO) on their website say the following:

You can make a subject access request verbally, but we recommend you put it in writing if possible because this gives you a record of your request.

If you are making a verbal request, try to:

- *use straightforward, polite language;*
- *focus the conversation on your subject access request;*

- *discuss the reason for your request, if this is appropriate – work with them to identify the type of information you need and where it can be found;*
- *ask them to make written notes – especially if you are asking for very specific information; and*
- *check their understanding – ask them to briefly summarise your request and inform them if anything is incorrect or missing before finishing the conversation.*

However, even if you make your request verbally, we recommend you follow it up in writing (eg by letter, email or using a standard form).

To avoid confusion, we ask you when making a subject access request, you do so by contacting our Data Protection Officer, Mrs Rhiannon Terry, in writing to The Talentum Learning Trust Central Office, Westwood College, Westwood Park, Leek, Staffordshire, ST13 8NP or by email to dpo@ttl.org.uk

Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to processing of your personal data
- Prevent processing of your personal data for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have your personal data rectified, erased or restricted in its processing
- Withdraw your consent, where you have previously provided it for collection, processing and transfer of your personal data for a specific purpose.
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner’s Office
- 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, Mrs Rhiannon Terry, at The Talentum Learning Trust Central Office, Westwood College, Westwood Park, Leek, Staffordshire, ST13 8NP or dpo@ttl.org.uk

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 contact our Data Protection Officer, Mrs Rhiannon Terry at The Talentum Learning Trust Central Office, Westwood College, Westwood Park, Leek, Staffordshire, ST13 8NP or dpo@ttl.org.uk

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- 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, Mrs Rhiannon Terry, at The Talentum Learning Trust Central Office, Westwood College, Westwood Park, Leek, Staffordshire, ST13 8NP or dpo@ttl.org.uk

Last Updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.