



English Hub Privacy Notice Adults and Pupils

This Privacy Notice has been written to inform those wishing to access Yorkshire Endeavour Academy Trusts (YEAT) English Hub about what we do with your personal information. This Notice may be subject to change.

Who are we?

Yorkshire Endeavour Academy Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed a Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures.

Data Protection Officer details

Sharon Markham
Company Secretary
Yorkshire Endeavour Academy Trust
Airy Hill Primary School
Waterstead Lane
Whitby
YO21 1PZ
01947 606688
Email: companysecretary@yeat.co.uk

What information do we collect and why do we need it?

School Staff

The personal data we collect about you may include:

- Personal identifiers, including your name, contact details, date of birth, employee or teacher number.
- Professional memberships and your qualified teacher status, where relevant.
- Information about professional development and performance, including reviews and any disciplinary information.
- Emergency contact information.
- Photographs or video images of you, including CCTV footage where applicable
- Medical information which is relevant to your participation in any CPD, including any disability you disclose.
- Records of communications and interactions we have with you, including telephone call recordings where applicable
- Equality monitoring information, such as your ethnicity, religious beliefs and gender.

Pupils

The personal data we collect about you may include:

- Personal identifiers, including your name, date of birth, any special educational needs.
- Attainment and progress data linked to the delivery of our programme.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. For workforce data processing, we normally rely on the following lawful bases:

- Article 6(1)(b) - contractual obligation
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- (10) Preventing or detecting unlawful acts

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(b) - employment and social security and social protection law
- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

Condition 6 - statutory and government purposes

- Condition 8 – equality of opportunity or treatment
- Condition 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from other organisations including other educational providers, the Department for Education (DfE) and the National College for Teaching and Leadership as appropriate.

Who do we share your personal data with?

We may share your information with the following organisations:

- The Department for Education (DfE)
- Services that support teaching, learning, assessment, health and safeguarding and school management.
- Partners involved with any programme delivered in your school by the English Hub

For more information on information sharing with the DfE please go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide> and supporting information. We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we

are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Records Management policy.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire