



Privacy Notice for Course Delegates

This privacy policy sets out how the Agate Momentum Trust uses and protects any information that you give us when you use the website, subscribe to our mailing list and participate in any of our course and projects.

The Agate Momentum Trust is committed to ensuring that your privacy is protected. Any information you provide us will only be used in accordance with this privacy statement.

What we collect

We may collect the following information:

- Name, Designation, CPD preferences
- Contact information including email address and telephone number
- School information such as postcode, URN and head teacher's email address
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Other information relevant to course and project evaluations

Our lawful basis for using this data

We only collect and use your personal data as permitted by law. Mostly, we process it where:

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest
- we have obtained consent to use it in a certain way

Sometimes, we may also process your personal data in situations where:

- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time.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. If you wish to withdraw your consent then please email Hannah Cleland at hannah.cleland@scottwilkie.newham.sch.uk

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

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 will make it clear whether providing it is mandatory or optional. We will always tell you if it is optional.

What we do with the information we gather:

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping and reporting to the DfE
- We may use the information to improve our programmes and services
- We may periodically send promotional emails about new projects, CPD programmes or other relevant information which we think you may find interesting using the email address which you have provided

How we store this data

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 Data Protection Law) we may share personal information about delegates with:

- Our Local Authority
- The Department for Education (a government department)
- Our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted
- Financial organisations – for course/service fees
- Central government
- Police forces, courts, tribunals

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

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 our data protection officer.

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 our data protection officer at DPO@npw.uk.com

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**: DPO@npw.uk.com

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

In addition, we use this data, with your consent, to keep in touch with you on professional development opportunities and related matters. If you have any questions or concerns around our privacy policy please contact Hannah Cleland at hannah.cleland@scottwilkie.newham.sch.uk

If you would no longer like to receive Hallsville's Training School updates, please email Hannah and let us know.

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.