

Isle Education Trust - General Privacy Notice

Contents

1	Introduction.....	2
2	Controller’s contact details.....	2
3	Data Protection Officer’s contact details	2
4	Reasons for contacting us	2
5	What we need.....	2
6	Why we need it.....	3
7	Purpose and legal basis for processing	3
8	Your data protection rights.....	3
9	How long is your data retained for?	4
10	Sharing your information.....	4
11	Visitors to our website.....	5
12	Links to other websites	5
13	Your right to complain.....	5
14	Changes to this Privacy Notice	5
15	How can you find out more information?.....	5

1 Introduction

As part of the Trust's enquiry processes, certain information needs to be collected so your request can be considered and actioned. The following privacy notice informs you how the Trust intends to collect, use, process and store your data.

2 Controller's contact details

Isle Education Trust (IET) is the data controller, and they are responsible for any personal data that is provided. This means that they determine the purposes for, and the manner in which, any personal data relating to you is to be processed.

There are many ways you can contact us, including by phone, email and post. Our websites provide further details.

Isle Education Trust
Burnham Road
Epworth
DN9 1BY
T: 01427 872121

3 Data Protection Officer's contact details

The Data Protection Officer (DPO) for the Trust is Karen Wild and can be contacted on 01427 872121 or GDPR@isleeducationtrust-iet.co.uk or via our postal address.

Please mark the envelope "Data Protection Officer".

4 Reasons for contacting us

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have made an enquiry to us.
- You have made a complaint to us.
- You have made an information request to us.
- You wish to attend, or have attended, an event.
- You have applied for a job with us.
- You have applied to volunteer us.
- You are a creditor or debtor.

5 What we need

The personal data the school will collect for general enquiries includes the following:

- Name
- Address
- Phone number
- E-mail

6 Why we need it

To ensure we can respond /investigate your request.

7 Purpose and legal basis for processing

For enquiries/complaints and information requests:

The legal basis we rely on to process your personal data for these types of enquiry is article 6(1) (e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks.

For events:

Our purpose for collecting this information is so we can facilitate the event and provide you with an acceptable service. The legal basis we rely on for processing your personal data is your consent under article 6(1)(a) of the GDPR. When we collect any information about dietary or access requirements we also need your consent (under article 9(2)(a)) as this type of information is classed as special category data.

For job and volunteer applications and for creditor/debtor enquiries:

The lawful basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.

8 Your data protection rights

As the data subject, you have specific rights to the processing of your data. The rights available to you depend on our reason for processing your information.

You have a right to:

- Request **access** to the personal data that Isle Education Trust holds.
- Request that your personal data is **rectified**
- Request that your personal data is **erased**.
- Request that the processing of your data is **restricted**.
- Request to obtain and reuse your personal data for your own purposes across different services (**data portability**)
- **Object** to your data being processed

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by emailing GDPR@isleeducationtrust-iet.co.uk

You are not required to pay any charge for exercising your rights and we will respond to your request within one month.

Please contact us on GDPR@isleeducationtrust-iet.co.uk if you wish to make a request, or on 01427 872121.

9 How long is your data retained for?

Personal data is retained in line with **Isle Education Trust's Data Retention Policy**.

Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the Trust.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.

Once your data has served its purpose it will be disposed of in line with the procedure outlined in the policy.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please see our website.

10 Sharing your information

Isle Education Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so.

In some circumstances, where we need to co-operate with the Local Authority or Government Departments or when we need to investigate complaints we may need to share information to further our objectives.

We will not share your information with any third parties for the purposes of direct marketing.

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

11 Visitors to our website

We use cookies on our website. When you visit our website we tell you that cookies are being used in a pop up. By continuing to use our site you are giving your consent to the use of cookies.

We do not use cookies to collect information that identifies our visitors. All the information is aggregated and is therefore anonymous. We do not make any attempt to find out the identities of those visiting our website, for example by matching data collected by cookies with any personally identifying information from any other source.

12 Links to other websites

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

13 Your right to complain

You also have the right to lodge a complaint with the ICO in relation to how Isle Education Trust processes your personal data. If you wish to make a complaint to the ICO, you can do so by contacting them at the following:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk
Telephone: 0303 123 1113

14 Changes to this Privacy Notice

We keep our privacy notice under regular review to make sure it is up to date and accurate. If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes to individuals before starting our new processing. We encourage you to accept cookies on our website as they help us to improve the user experience for you and for other users.

15 How can you find out more information?

If you require further information about how we store and use your personal data, please visit our website, the Gov.UK website, or download our GDPR Data Protection Policy and Information Retention Policy.