



## Privacy Notice

This privacy notice has been written to inform you about how and why we process your personal data.

### **Who are we?**

West End Schools' Trust is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

If you would like to discuss this privacy notice or our use of your data, please contact our Trust Officer or Chair on 0191 2745290.

### **What personal information do we collect?**

The personal data we collect about you includes:

- Personal identifiers and contact details, including name, postal address, email address, phone number.
- Characteristics such as accessibility needs and language spoken.
- Attendance information, including meeting attendances.
- Healthcare and medical information relating to allergies and dietary requirements.
- Photographs or video images.
- Records of communications and interactions we have with you.

## **Why do we collect your personal information?**

We process your information for the purposes outlined below:

- To support you in finding out about the meetings and events we host.
- To provide appropriate support to you in attending our meetings and events.
- To promote ourselves, including in newsletters, on our website and social media platforms.

## **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. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting our Trust Officer of Chair.

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.

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)(a) – explicit consent
- 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 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

## **Who do we obtain your information from?**

We normally receive this information directly from you. However, we may also receive some information from third parties.

## **Who do we share your personal data with?**

We may share your information with the following organisations:

- Schools/education providers that form our trust.
- Funding providers who require feedback for grants awarded to West End Schools' Trust. This will be anonymous unless permission is obtained to include specific individual details.

We may also share information with other third parties where there is a lawful basis to do so. For example, sharing information with the police for the purposes of crime detection or prevention. We also regularly share information with appropriate organisations for the purposes of arranging events such as access requirements.

## **How long do we keep your personal data for?**

We will retain your information in accordance with our Data Protection 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.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with a pupil over this age if it receives a request to exercise a data protection right from a parent.

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 using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

## **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed January 2025