

Shireland Collegiate Academy Trust

# Privacy Notice – Customers Sandwell PEIA

**Policy Availability**

For customers of Sandwell PEIA

**Officer Responsible**

CEO of Shireland Collegiate Academy  
Trust

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## Introduction

Under data protection law, individuals have a right to be informed about how processors use any personal data that they hold. 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 organisations and their staff who are involved in the Sandwell PEIA Project.

We, Shireland Collegiate Academy Trust, process data to fulfil our obligations as part of the project in providing an online portal facilitating the various workstreams and collaboration as part of the PEIA work.

This information is provided in accordance with the rights of individuals under the General Data Protection Regulation; it allows individuals to understand how their data is used. This document can be read in conjunction with our general data handling procedures found in our Data Protection Policy ([Data Protection Policy \(shirelandcat.org.uk\)](http://shirelandcat.org.uk))

## The personal data we hold

We currently collect and process the following information:

For initial setup onto the online portal:

<b>Data item</b>	<b>Obtained from</b>	<b>Lawful basis</b>
Name of Headteacher	Data collection form	Legitimate Interest
Email address of Headteacher	Data collection form	Legitimate Interest
Name of Deputy Headteacher	Data collection form	Legitimate Interest
Email address of Deputy Headteacher	Data collection form	Legitimate Interest
Name of Mathematics/Numeracy Lead	Data collection form	Legitimate Interest
Email address of Mathematics/Numeracy Lead	Data collection form	Legitimate Interest
Name of English Lead	Data collection form	Legitimate Interest

Email address of English Lead	Data collection form	Legitimate Interest
Name of Reading Lead	Data collection form	Legitimate Interest
Email address of Reading Lead	Data collection form	Legitimate Interest
Name of SENCO	Data collection form	Legitimate Interest
Email address of SENCO	Data collection form	Legitimate Interest
Name of Teaching & Learning Lead	Data collection form	Legitimate Interest
Email address of Teaching & Learning Lead	Data collection form	Legitimate Interest
Lead ICT Contact Name	Data collection form	Legitimate Interest
Email address of Lead ICT Contact	Data collection form	Legitimate Interest
Telephone Number for Lead ICT Contact	Data collection form	Legitimate Interest

For ongoing usage of the portal:

<b>Data item</b>	<b>Obtained from</b>	<b>Lawful basis</b>
Name and email address of user	Received from school	Legitimate Interest
Online usage data broken down by organisation or individual	Online statistics	Legitimate Interest

## The Lawful Basis on which we use this information

We collect this information to ensure the portal is effectively setup for use of organisations within the project group. This is on the basis of Legitimate Interests of the organisation to use the portal and benefit from the information being developed through it.

## How we store this data

We keep all data secure and follow procedures and retention found as part of our Data Protection Policy.

## Requesting Access to your Personal Data

### How to Access the Data we Hold About You

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust 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 a 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 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.

## 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

If you would like to discuss anything in this privacy notice, please contact:

### **Shireland Collegiate Academy Trust – Data Protection Officer (DPO):**

Dr Hasnain Panjwani

Shireland Collegiate Academy Trust

Waterloo Road

Smethwick

B66 4ND

[dpo@collegiateacademy.org.uk](mailto:dpo@collegiateacademy.org.uk)