



General Data Protection Regulation (GDPR) Nottingham Schools Trust Privacy Notice

May 2018

Privacy Notice

New Data Protection legislation which includes provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 take effect from May 25 2018, including provisions relating to 'lawfulness of processing' and 'processing of special categories of personal data'.

Nottingham Schools Trust (NST) is a registered Company established to provide school improvement services to its Member schools in the East Midlands. NST works in Association with Nottingham City Council.

NST is the **data controller**, which means it determines the purposes for which and the manner in which, any personal data collected is processed and stored.

Which data do we collect, hold and share?

- Personal/Special data for consultants; advisors and staff
- Contact details for school based staff in Member schools
- Trustee/Guarantor data such as is necessary for their role
- Aggregated school level data including characteristics (such as ethnicity, language); attendance information; Assessment information; Exclusions/Behaviour
- Email contacts needed to carry out our stated aims
- Financial information for the running of NST
- Companies House Information
- Committee information – including minutes and agenda

Whilst most of the pupil information is publically available, some of it is provided to us on a voluntary basis for individual school improvement purposes. In order to comply with the Data Protection legislation, we will ensure we inform data subjects if they have a choice about whether to provide personal data.

Why do we collect and use personal data?

The NST collects and uses school and personal information for the purpose of providing school improvement services to its Members and reporting such improvements to Nottingham City Council.

We use personal and special data provided to us by Member schools and NCC:

- to support school improvement including Governance, Leadership, Teaching and Learning
- to monitor and report on pupil progress and welfare to both Member schools and NCC
- to assess the quality of our services
- to comply with the law regarding data sharing
- to carry out our stated purpose as a Limited Company
- to contract and manage external suppliers, consultants and service providers
- to manage our staff and any trainees or volunteers

How long do we store your data?

We do not hold personal information indefinitely. Our data is held in accordance with our Retention Policy and any personal or special data collected by NST is only stored for as long as is required to meet the purpose for which it was originally collected.

Who do we share personal and special information with?

We share data on a need to know basis with the following:

- School Improvement Advisers
- NCC education department including the Data and Insight Team (DAISI)
- External Finance Services providers (Payment of invoices; Purchasing; Sales invoices; auditors etc.)
- Our Members schools and individuals within those schools
- External Services Providers; School Improvement Partners and Consultants

We do not share information about any of our data subjects without consent unless the law requires us to do so.

We are required to share information about our Member school / pupils with Nottingham City Council under the terms of our Service Level Agreement.

Other websites

The NST website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Requesting access to your personal data

Under data protection legislation our staff, consultants and Member schools have the right to request access to information about them that we hold. To make a request for personal information or if you would like to discuss anything in this Privacy Notice, please contact the NST Data Protection Officer on:

dpo@nottinghamschoolstrust.org.uk

We want to ensure that the information we hold is accurate and up to date.

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- seek redress for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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