

This privacy notice explains how the trust use (process) your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to c.j.haigh@spt.ac.uk.

Why do we need to process your personal data?

Your personal information is used by us to process your application to act as a member, trustee or governor within the Stamford Park Trust, and as is necessary for the performance of this role with the trust and/or is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed by law on the trust in connection with your engagement as a member, trustee or governor.

The legal basis which we often rely on for processing your personal data is **to perform our public task**. We may also rely on the following lawful bases, and you will be informed if this is the case:

- Your consent – where this is relied upon, you can ask to remove your consent at any time by contacting us.
- A legal obligation
- To protect a person's vital interest

For the purposes of relevant data protection legislation, Stamford Park Trust are the data controller for personal data processed by our academies.

In some cases, we may share your data with a third-party processor; however the trust remains responsible for the processing of this data, and the same data protection standards that the trust upholds are imposed on the processor.

How do we process your application?

During the application process, your information is held and processed within our internal systems by the Head of Governance (Clerk to the Trust). The information you submit is held securely and only accessed by those people involved in this process.

What information do we collect about you?

We collect information from you when you apply for to join the trust as a member, trustee or governor. Once you are appointed, the information we collected at application is updated where necessary during the induction process. The information we collect includes your name, address, contact details, date of birth, occupation and nationality. During your term of office, we will record further information in respect of declarations of interest, your skills, employment history and education.

How will we use information about you?

We will use the information you provide at application to keep you updated on the progress of your application. If you are appointed, the information provided will be used for administrative purposes such as corresponding with you.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the trust Data Protection Officer.

Special Categories of Information

The trust may also ask you to provide information in respect of protected characteristics, such as ethnicity, gender, health, religion and sexual orientation, to assist us in meeting our obligations under the Equality Duty.

Under data protection legislation, explicit consent must be received to process special categories of data, including ethnicity and health needs, and therefore, it is entirely voluntary whether you choose to provide this information or not, if/when asked. If you would like to discuss this further, please do not hesitate to contact us.

The questions you would be asked are based on those in the most recent government census which was carried out in March 2021. This will enable us to compare data with the local picture of our community.

The individual responses you choose to provide will be kept entirely confidential to the Head of Governance (Clerk to the Trust) only, and any data reported on will only be published at the higher level (entire trust) in order to protect the identity of individuals.

Who do we share information with?

We pass information to relevant government bodies and agencies as part of our mandatory duties and as required by law, for example Companies House, Department of Education (DfE) and Education and Skills Funding Agency (ESFA).

We may also share information with any other relevant agencies, such as the local safeguarding children board and any other regulated public authority.

What are your rights?

You have the following rights in relation to the processing of your personal data:

- To be informed about your personal data is being used
- To request access to your personal data
- To request that your personal data is amended if it is 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 a specific purpose
- To object to your personal data being processed

What if I am unhappy with how my personal data is being used?

If you have any concerns about our use of your personal data, you can make a complaint to the Data Protection Officer at:

Carolyn Haigh
Data Protection Officer
Stamford Park Trust
c/o Ashton Sixth Form College
Darnton Road
Ashton-under-Lyne

OL6 9RL

Or by email at: c.j.haigh@spt.ac.uk

You can also complain to the ICO (Information Commissioner's Office) if you are unhappy with how we have used your data by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: www.ico.org.uk

Changes to this privacy notice

We may change this privacy notice and we encourage you to check this privacy notice from time to time.

