

This privacy notice explains how the trust use (process) your personal information in respect of your participation in enrichment activities. 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 exercise our official authority to provide education services across the trust according to the provisions of the Academies Act 2010. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).

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 contractual obligation
- 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.

What information do we collect about you?

We collect information from you when you apply to join the college. Once you enrol as a student at the college, the information we collected at application is updated where necessary during the enrolment process. The information we collect includes your name, address, contact details, date of birth and previous education. We will also take your photograph for security purposes, and will keep a record of emergency contact details.

How will we use information about you when you participate in placement programme activities?

We will use the information to support the provision of placement programme activities to you, and to keep you safe.

Some placement programme activities may take place outside of the college campus and may be provided by organisations contracted by the college. We may therefore share your personal details, such as name, address and college email address, and your emergency contact details.

Photographs or video of placement programme activities may be displayed within the College, and may be used on marketing materials internally and externally for up to 3 years. If you do not wish for your photograph/image to be used in this way, please let us know.

Your information will be securely destroyed after it is no longer required for any of the purposes stated above or as required by legislation, in accordance with our data retention schedule. You can request a copy of this schedule from the trust Data Protection Officer.

Special Categories of Information

If the college need to share special category information with the placement provider, we will request your consent for to share this. Special category data includes race, ethnic origin, religious or philosophical beliefs, genetics, biometrics (where used for ID purposes), health, sex life, sexual orientation, political beliefs and trade union membership.

If you would like to discuss this further, please do not hesitate to contact us.

Who do we share information with?

We will pass information to relevant placement providers to enable you to take part in placement programme activities

We may also share data about engagement in placements with the DfE and other authorities, but this will be anonymised.

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.