



St Matthew's CofE Primary School
Delegate Data Privacy Notice

Privacy Notice - How we use Delegate information

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. 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 individuals who attend our school for training events.

We are the data controller of personal information about you. We are St Matthew's CE Primary School, Duddleston Manor Road, Nechells, Birmingham B7 4JR. Our Data Protection Officer is Sharon French. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer via email dpo@st-matthews.bham.sch.uk or telephone 0121 359 1602. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

The categories of delegate information that we collect, hold and share include:

- Personal information (such as name, address, email, telephone number, criminal records details; Disclosure Barring Service check; and disqualification information).
- Photographs for the ID and School website or marketing purposes
- CCTV images captured in school

We may also hold data about delegates for the purposes of managing and operating the school.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the school.

Why we collect and use this information

We collect and hold personal information relating to our delegates when the law allows us to.

Most commonly, we use it where we need to:

- Comply with a legal/statutory obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

The lawful basis on which we use this information

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and operate effectively our School and to ensure that the School is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building and to be able to communicate with them.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

Less commonly, we may also process delegates' information in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use delegates' information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using delegates' information overlap, and there may be several grounds which justify our use of this data.

Collecting delegate information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing delegate data

We keep personal information about delegates whilst they are delegates at the school. Personal data contained in minutes or reports may be kept permanently if they are the official record of the School. Where reports or appropriate information is not an official record, it will be securely destroyed after 6 years. Individuals personal data will be securely destroyed one year after the end of the their term of office/resignation, unless consent has been provided to retain specific information. We hold governance records for the periods specified in the Information and Records Management Society's Toolkit for School ([Click here to download a copy from our website](#))

Who we share delegate information with

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about delegates with:

- training partners, as appropriate;

Your consent will be obtained where it is necessary to share your personal data.

Why we share delegate information

We do not share information about our delegates with anyone without consent unless the law and our policies allow us to do so or as part of us performing an official task in the public interest.

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, delegates have the right to request access to information about them that we hold. Delegates also have the right to make a subject access request with respect to any personal data the school 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 or your child
- 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

To make a request for your personal information, **please contact:**

St Matthew's Data Protection Officer at: dpo@st-matthews.bham.sch.uk

Your rights over your personal data

You have a number of rights over your personal information, which are:

- You should be informed about how the School uses your personal data.
- You can request that your personal data is amended if it is inaccurate or incomplete.
- You can request that your personal data is erased where there is no compelling reason for its continued processing.
- You can request that the processing of your data is restricted in certain circumstances.
- You can object to your personal data being processed in certain circumstances.

- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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

Further Information

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

**Data Protection Officer at: dpo@st-matthews.bham.sch.uk or
Headteacher – Miss Sonia Thompson on 0121 359 1602**