

Privacy Notice - general

Who we are

Amesbury CE Primary School, Amesbury Archer Primary School, Bemerton St John CE Primary School, Morgan's Vale & Woodfalls Primary School, Old Sarum Primary School, Pembroke Park Primary School, Salisbury Sixth Form College, Sarum Academy, The New Forest CE Primary School, The Trafalgar School at Downton and Wyvern St Edmund's Academy are part of the Academy Trust called Magna Learning Partnership. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Church Road, Laverstock, Salisbury SP1 1RD

The Data Protection Officer service for the Trust is provided by iWest. They can be contacted via email at DPO@magnalearningpartnership.org.uk.

In this notice 'we' and 'us' means the Academy Trust.

How we use your information

The Academy Trust may hold personal information in relation to those who have contact with us, such as volunteers, those in governance roles (members, trustees and governors), guests and those hiring facilities. This will include contact details and information relating to DBS checks where the individual is a volunteer or external tuition provider (such as music or sports tuition).

You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils;
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- The processing is necessary for the operation of the facilities, for example to notify users if the facility is closed in due to adverse weather.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on suitability for work with children.

We may need to disclose information about those in governance roles to the Department for Education, Companies House or make certain information available to the public on our website.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Data Retention Policy which can be found on our website.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

Claire Anthony, Director of Finance and Business
Tel: 01722 34227
Email: canthony@magnalearningpartnership.org.uk

More information about your rights is available in our data protection policy which is available on our website.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.