



Privacy Notice for Inspire TSA

Last Updated 25 May 2018

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **delegates** who are engaging with the services, training or support provided by Inspire TSA and the Sussex Maths Hub.

St Paul's Catholic College is acting on behalf of Inspire TSA and the Sussex Maths Hub as the data controller, registered with the Information Commissioner's Office (Reg No Z7124672), and complies with the GDPR.

The data protection officer (DPO) for the school is contactable below (see 'Contact us').

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about delegates includes, but is not restricted to:

- Personal information such as name, role, school, school URL, contact details, and NCETM username;
- Subject taught and unique teacher number (if applicable);
- Qualifications;
- Dietary requirements;
- Previous and current course or event bookings;
- Event attendance information.

Why we use this data

We use this data to:

- Co-ordinate and deliver events and training opportunities for delegates;
- Enable the development of a comprehensive picture of the work of Inspire TSA and how training, support and development is deployed;
- Monitor and evaluate the work of the Sussex Maths Hub as per the agreement with the Department for Education;

Our legal basis for using this data

We only collect and use delegate data when the law allows us to. Most commonly, we process it where:

- We are to fulfil our contractual obligation to you;

- We need to comply with a legal obligation;
- We need it to perform an official task in the public interest.

Less commonly, we may also process workforce data 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).
- We need to establish, exercise or defend legal claims or whenever courts are acting in their judicial capacity.
- Necessary for reasons of public interest in the area of public health.
- Necessary for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which provides measures to safeguard the fundamental rights and interests of the data subject.

Where we have obtained consent to use workforce data, 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 workforce data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

Workforce data is essential for Inspire TSA's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How we store this data

Our processes for retention and deletion follow the Information Records Management Service ([Information and Records Management Society's toolkit for schools](#)) which sets out how long we keep workforce data.

Data sharing

We routinely share this information with:

- *The Department for Education;*
- *The National Centre for Excellence in Teaching of Mathematics (NCETM).*

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

In addition, we use this data to keep in touch with you with professional development opportunities and related matters.

Requesting access to your personal data

Individuals have a right to be informed of data processing (which is covered by this Privacy Notice) and to make a **subject access request** to gain access to your personal information that Inspire TSA holds about them.

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress;
- Prevent it being used to send direct marketing;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Make a complaint to the Information Commissioner's Office.

To exercise any of these rights, please contact our data protection officer.

Withdrawal of Consent

The lawful basis upon which the school processes personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school processes personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Email: dpo@stpaulscatholiccollege.co.uk

Call: 01444 873898