

# PRIVACY NOTICE: GENERAL

**Date of issue:** 22/02/2023

## 1. Introduction

- 1.1 The Two Counties Trust is the Data Controller for the purposes of information governance within the General Data Protection Regulations. Personal data is held for the purposes of meeting our educational, safeguarding, legal and associated responsibilities. We also hold personal data to comply with our responsibilities as an employer.

## 2. Legal grounds for using your information

- 2.1 This is common for all personal and sensitive data we collect and process about staff, volunteers, pupils, parents, carers and any other individuals.
- 2.2 Some data is more sensitive than other types of data. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.
- 2.3 All telephone calls are recorded for quality and training purposes.
- 2.4 CCTV is installed and is subject to appropriate controls, more details can be found in the CCTV policy on the website.

## 3. Consent

- 3.1 We ask for consent to process data about you or a student. The type of data that is to be used, and how it is to be used will be specified on the consent forms. You have a choice to opt in for certain types of data usage and this is made clear. However, some data collected and processed is not optional.

### Legitimate interests

Legitimate interests means that the processing is necessary for legitimate interests except where the processing is unfair to you. We rely on legitimate interests for many of the ways in which we use information. Specifically, we have a legitimate interest in:

- Providing educational services to students
- Safeguarding and promoting the welfare of students and staff
- Promoting the objects and interests of the Trust
- Ensuring the efficient operation of the Trust
- Compliance with all relevant legal obligations of the Trust
- Keep the whole community informed about events, news and activities

### Necessary for a contract

Information about individuals may be required in order to perform our obligations under our contracts. For example, maintaining a Management Information System Database

### Legal obligation

Much of our work is governed by legal obligations to supply information to organisations such as the Department for Education, Local Authorities or HMRC. We may also have to disclose information to third parties such as the courts, Disclosure and Barring Service or the police where legally obliged to do so.

### Vital interests

For example, to prevent someone from being seriously harmed or killed.

### Public interest

We are acting in the public interest when providing education. Certain regulations, DfE and Local Authority, health and other guidance require us to process data in the public interest.

### Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.



## 4. Your Rights. What decisions can you make about your information?

- 4.1 Data Protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights as follows. Your rights are as follows:
- You may ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information as set out in our Subject Access Policy;
  - if information is incorrect, you may ask us to correct it;
  - You may ask us to delete the information that we hold about you or your child in certain circumstances. For example, where we no longer need the information;
  - You may ask us to send you, or another organisation, certain types of information we hold about you in a format that can be read by computer. This does not apply to student records as these are transferred by a DfE process called the Common Transfer File.
  - Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate, we may only use it for limited purposes while we check its accuracy.
- 4.2 If you disagree with any decision that we make about your data you can use our complaints policy, you also have the right to make a complaint to the Information Commissioner, and sometimes to the Information Tribunal or through the court process. Our complaints policy is available on the website.

## 5. General Data Protection Regulation

- 5.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

