



English Hub Privacy Notice

This Privacy Notice has been written to inform those wishing to access Jerry Clay Academy's English Hub about what we do with your personal information. This Notice may be subject to change.

Who are we?

Jerry Clay Academy is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



***Please ensure you include the name of the School in all correspondence with the DPO**

What information do we collect?

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

- Personal information such as name, address and contact details □
Attendance Information (such as sessions attended)
- Information relevant to your application for support from Jerry Clay's English Hub.

We will also process certain 'special category' data about our pupils including:

- Relevant medical information (such as 'Fitness to Teach & Disability Disclosure')

Why do we collect your personal data?

We use the information we collect:

- To keep you informed about the course/programme you have signed up for
- To keep you informed about future courses/programmes (if you agree)
- To be able to run courses/events
- To be able to carry out school-to-school support
- To support learning
- To provide appropriate training
- To keep you safe and healthy
- To assess the quality of our services
- To comply with the law regarding data sharing

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR.

Mostly, personal data is processed where:

- To adhere to a contract we have undertaken with you
- We need to comply with a legal obligation
- We have obtained consent to use it in a certain way

Whilst the majority of the information you provide to use is mandatory to enable us to provide the service requested, some of it is provided on a voluntary basis. When we do process additional information we will ensure that we ask your consent to process this.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from other organisations including other educational providers, the Department for Education (DfE) and the National College for Teaching and Leadership as appropriate.

Who do we share your personal data with?

We routinely share information with:

- The DfE
- Services that support teaching, learning, assessment, health and safeguarding and school management.

For more information on information sharing with the DfE please go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

How long do we keep your personal data for?

Jerry Clay Academy will keep your data in line with our Information Policy. Most information we process about you will be retained as determined by statutory obligations. Any personal information which are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if 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 object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire SK9 5AF
casework@ico.org.uk // 0303 123 1113
