

Outreach Training Data Protection Privacy Notice

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Under data protection law, individuals have a right to be informed about how the school uses any personal data that 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 you when you participate in the JBA Outreach Training programme.

We, James Brindley Academy (JBA), Bell Barn Road, Edgbaston Birmingham B15 2AF, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jo Murgatroyd (see 'Contact us' below).

The personal data we hold, why we use this data and the lawful basis for processing

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

Data we collect	Why we use this data	Lawful basis for using this data
Your name, contact details, school and professional role	Programme administration	Contract to provide a service
Access and dietary requirements	Programme administration	Contract to provide a service/protecting vital interests
Results of programme related assessments	To provide results to 3 rd party accreditors and/or internal quality assurance	Fulfilling a contract
Photographs and videos	External marketing	Consent
CCTV images captured on school premises	Protect visitor safety and welfare	Legitimate interest

Where we have obtained consent to use your personal data, this consent can be withdrawn at anytime. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Collecting this information

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep your personal information in line with our Data Protection Policy and will retain it for 3 months after you finish your course at JBA.

Data sharing

We share information about you with third parties who either provide accreditation (such as Thrive) or sponsorship (such as your Local Authority). We may also share data with other suppliers and service



providers – so that they can provide the services we have contracted them for. These providers then become a data processor.

Data Processor	The service provided
ADT Reseller	CCTV
BitNet Solutions	IT support
Microsoft Office 365	Cloud based IT platform that enables on-line teaching and document storage
Senso	Internet monitoring
Entry sign	Visitor signing in system
e4education	Website host

Transferring data internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

Your rights regarding personal data

All individuals have a right to make a **'data subject access request'** to gain access to personal information that the school holds about them.

If a data subject access request is made, and if we do hold information about the data subject, we will:

- Give a description of it
- Say 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
- Say who it has been, or will be, shared with
- Say whether any automated decision-making is being applied to the data, and any consequences of this
- Issue a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisations in certain circumstances.

If you would like to make a request please 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
 - Claim compensation for damages caused by a breach of the data protection regulations

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



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:

Jo Murgatroyd (dpo@jamesbrindley.org.uk), Data Protection Officer, Corporate Services, Bell Barn Road, Edgbaston, Birmingham B15 2AF