

## Privacy notice for the WLTA

Under data protection law, individuals have a right to be informed about how the Teaching 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 individuals we wish to contact in relation to the WLTA

We, Montpelier Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Miss Bridget Power.

### The types of personal data we hold

We process data relating to those we may wish to contact regarding WLTA events, activities and news updates. Personal data that we may collect, use and store about you is limited to the following:

- Contact details
- Job title(s)
- Workplace(s), i.e. your school name

### Why we use this data

The purpose of processing this data is to help us disseminate information about the Teaching School and to invite you and your staff to training and events which we believe may be of interest to you.

### Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. For the purposes of the Teaching School this will be:

- Where we have your consent
- To fulfil a contract we have entered into with you
- To comply with a legal obligation

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

### Collecting this information

Whenever we seek to collect information from you by consent, we make it clear that you have a choice in providing this data. We will also endeavor to illustrate the consequences of not providing data or consent, e.g. you may miss out on invitations to events which are potentially of interest to you.

### **How we store this data**

Personal data is stored in line with our data protection policy which can be viewed on the WLTA website.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- *The Department for Education*
- *Police forces, courts*

### **Transferring data internationally**

If we had occasion to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights**

#### **How to access personal information we hold about you**

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

If you make a subject access request, and if we do hold information about you, we will:

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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

#### **Your other rights regarding your data**

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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**:

- Miss Bridget Power, [dataprotection@montpelier.ealing.sch.uk](mailto:dataprotection@montpelier.ealing.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) and has been reviewed and approved by Forbes Solicitors.*