



## PRIVACY NOTICE

This privacy notice tells you what to expect when The Newman Catholic Collegiate collects personal information about you. Under the General Data Protection Regulations (GDPR) we are required to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it.

It applies to;

- Existing and potential students and their parents/ carers
- Job applicants, employees and former employees (including agency/ temporary workers, contractors, volunteers and work experience candidates)
- People who make complaints or enquiries
- Visitors to the Academy
- Suppliers/Customers

### **Existing and potential students and their parents/ carers and Visitors to the Academy**

We may process personal information obtained from you or other organisations to;

- Support pupils teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Improve the way we do things and assist in staff training
- Monitor and record communications between us

We may disclose your information to third parties, for example; the Local Authority and the Qualifications and Curriculum Authority (QCA). We may also share your information with organisations for the prevention and detection of crime or for legal and/ or regulatory purposes.

Our privacy notice and data protection responsibilities will be explained to you when your child becomes a pupil at one of our academies. Our privacy notice is also available in hard copy at any time on request. Please contact the relevant academy office.

### **Job applicants, current and former employees (including agency/ temporary workers, contractors, volunteers and work experience candidates)**

When you apply to work for us we will use your personal information to process your application, monitor recruitment statistics and fulfil any legal or statutory obligations we have as an employer. We may disclose your information to a third party in order to obtain a reference, obtain a “disclosure” from the Disclosure and Barring Service (formally known as the Criminal Records

Bureau). We may also share your information with law enforcement agencies for the prevention and detection of crime.

Information about unsuccessful candidates may be held for 12 months after the recruitment campaign has been completed, after which, it will be destroyed or deleted.

We compile files for all of our employees and these files contain information relating to your employment. This file will be kept secure in a locked cabinet and will only be used for purposes directly related to your employment. When you leave our employment the file will be retained in accordance with current legislation.

### **People who make complaints or enquiries**

We may process your information to;

- Resolve your complaint or enquiry
- Improve our customer service and staff training
- Monitor or record communications between us

We may disclose your information to third parties for legal and regulatory purposes.

### **Suppliers/Customers**

We use your data and personal information in the following ways:

- To make payments and provide services you have requested such as to facilitate payments, send administrative correspondence, remittances and emails.
- To contact you in the event of a change that affects payments to you or any data or personal information you have provided us with, such as changes to payment terms or this privacy policy.
- For our business purposes, such as data analysis, audits, security and fraud monitoring and prevention, benchmarking and statutory returns to the ESFA and DfE.

The personal information we will collect includes:

- Your company name
- Company Email address
- Company Postal address
- Company Telephone number(s)
- Company bank account number, name and sort code (solely for processing direct debit and BACs payments)
- VAT Numbers

## **Your rights under the Data Protection Act 1998**

You can find out if we hold personal information about you by requesting a “Subject Access Request” under the Data Protection Act 1998. Your request should be in writing and sent to the address below.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

## **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Our **Data Protection Policy and Information Security Policy** explain in more detail how we process your information (collection, storage and disposal) as well as how you can access your data (subject access request) or request amendment or deletion. Please contact us if you require any more information.

## **How to contact us**

If you require further information about this notice you can contact us in the following ways;

Writing:

Miss K England, 83 Little Chell Lane, Tunstall, Stoke on Trent, ST6 6LZ

Telephone: 01782 821995

Email: [finance@newmancc.co.uk](mailto:finance@newmancc.co.uk)

Please note that whilst every endeavour will be made to respond to requests promptly and within the timescales in force under the GDPR, in some cases there may be a slight delay due to academy shut down (holiday) periods.

In order to keep this privacy notice up-to-date, we may amend it from time to time. When we do, we will revise the date at the bottom of the page. If there are any significant changes in the way we treat your personal information we will contact you and we will place a prominent notice on our website.