

Privacy Notice

This Privacy Notice sets out how The Julian Teaching School Hub uses and protects any information that you give when you use this website.

The Julian Teaching School Hub is designated as a Teaching School Hub with Notre Dame High School as the Lead School. Notre Dame High School is part of St John the Baptist Catholic Multi Academy Trust.

We, Notre Dame High School, are the Data Controller for the purposes of data protection law.

Notre Dame High School's data protection office is Mr John Eady.

The personal data we hold

We process or temporarily store personal data that:

- You chose to send to us via an online form
- Is contained in or relating to any communications that you send to us or send through our website (including the communication content) via online forms or through the online forums within the website
- Information about your computer and about your visits to and use of our services.

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

- Name, organisation and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to you engaging in working with The Julian Teaching School Hub.

Why we use this data

The purpose of processing this data is to help us run the Teaching School Hub effectively, including:

- To enable efficient communication with people who choose to engage with the Teaching School Hub
- To promote and share the activity of the Teaching School Hub, we may contact you to promote activities and opportunities that we believe may be of interest to you
- To review the way in which you use the website and how effective our website and communication systems are
- For the purpose of allowing you access to restricted areas within the website.

Our lawful basis for using this data

We only collect and use personal data about you when the law allows us to. Most commonly, we use it where:

- you have given us consent to use it in a certain way
- legitimate interests namely the proper administration of our website and business and communications with users.

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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Teaching School Hub's use of your data.



How we store this data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access, alteration or disclosure, we have put in place suitable physical, electronic and organisational procedures to safeguard and secure the information we collect online.

Your data is held on our website on a secure UK server. The data is not accessible or used by the server company.

Updating information

Please let us know if the personal information that we hold about you needs to be corrected or updated.

Retention of data

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Third party websites

Our website includes hyperlinks to, and details of, third party websites. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

About cookies

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

- Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

Cookies that we use:

- We use cookies for the following purposes:
 - (a) to help us to analyse the use and performance of our website and services
 - (b) to store your preferences in relation to the use of cookies more generally.

Cookies used by our service providers:

- Our service providers use cookies and those cookies may be stored on your computer when you visit our website.

Managing cookies:

- Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

<https://support.google.com/chrome/answer/95647?hl=en> (Chrome)

<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox)



<http://www.opera.com/help/tutorials/security/cookies/> (Opera)

<https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer)

<https://support.apple.com/kb/PH21411> (Safari)

<https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

- Blocking all cookies will have a negative impact upon the usability of many features
- If you block cookies, you will not be able to use all the features on our 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:

- Department for Education (DfE)
- suppliers and service providers – to enable them to provide the service for which we have contracted them
- central and local government
- our auditors
- professional advisers and consultants
- professional bodies.

Transferring data internationally

Where we 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 school data protection lead, see Contact Us below.

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 school data protection lead, see Contact Us below.

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 school data protection lead. 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 school data protection lead: Mr John Eady jeady@ndhs.org.uk