

The Changing Lives in Collaboration Cooperative Trust together with all of the constituent schools, are registered as Data Controllers with the Information Commissioners Office and comply with the requirements and principles of the Data Protection Act 1998.

Description of processing

The following is a broad description of the way we process personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received and/or check any privacy notices we may have issued to you.

The reasons and purposes for processing information

We process personal information to enable us to provide education, training, welfare and educational support services, to administer school property; maintain our own accounts and records, undertake fundraising; support and manage our employees. We also use CCTV for security and the prevention and detection of crime.

The type and/or classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual life
- information about offences and alleged offences

Who the information is processed about

We process personal information about:

- employees
- pupils
- professional experts and advisers
- governors
- sponsors and supporters
- suppliers and service providers
- complainants, enquirers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual them self and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- careers service
- school boards
- local and central government
- academy trusts
- healthcare, social and welfare organisations
- police forces, courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates, professional advisers
- suppliers and service providers
- financial organisations
- press and the media

Data and computer security

The Trust undertakes to ensure security of personal data by the following general methods:

- physical security
 - logical security
 - procedural security
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Handling requests for information

Individuals have a right to request details of the personal information held by the Trust about them. The full procedure for making a request is contained within the Trust Data Protection Policy.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the Data Protection Act. Further information Further information can be found in the Trust Data Protection Policy.