

CONSULTATION PRIVACY NOTICE



The following privacy notice applies to consultations carried out by Orbis Education Trust.

Why we collect information about you?

Orbis Education Trust collects information from a wide range of local persons who have an interest in the work of the trust. The information allows us to develop plans and help with our decision making.

Orbis Education Trust has a responsibility to carry out its duties equally and fairly. The information provided as part of a consultation helps us to analyse what we do, and helps to ensure we do not discriminate or disadvantage people by treating them less favourably.

Information that we hold

We process data relating to activities carried out by Orbis Education Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name;
- Contact details;
- Demographic information relating to protected characteristics as defined by the Equality Act 2010: age, sex, ethnicity, religion or belief, health or disability, pregnancy or maternity status, sexuality, gender identity, marital status;
- Relationships information e.g. number of / ages of children, health or disability of children;
- Caring responsibilities;
- Job role (if responding on behalf of an organisation);
- Your response to any questions asked on a form or survey.

How the information is obtained?

We may obtain information from sources as follows:

- Electronically through an online survey form;
- Paper survey form;
- Face to face contact, such as an interview;
- If you contact the trust directly, telephone calls, letters and emails.

There are a number of reasons why we need to collect and use your personal information

Generally, we collect and use personal information where:

- The trust is legally obliged to carry out certain consultations and in other instances, consultation and/or engagement activities which are carried out as they are considered to be a task which is in the public interest.
- You are not obliged to provide any special category data in response to a consultation and/or engagement. If you do disclose this type of information, the trust is able to process it as this function is considered to be of substantial public interest.
- Where we do ask for personal information the reason will be clearly specified and no information collected will be used to identify or contact you unless this is clearly specified. Personal information will be

anonymised so that individuals cannot be identified in reports or other publicly available information. We will use any personal information to see how representative the feedback is of stakeholders. We will also use it to see if any particular groups of people are especially affected by our proposals.

What we do with the information

The information provided in response to a consultation and engagement allows the trust to engage with individuals, communities and other stakeholders to seek their views and aspirations for Orbis Education Trust. Overall these consultation and engagement results are used to inform the provision of services and the future plans for the provision of services.

Who we will share your information with?

Only relevant and identifiable employees have access to information held in relation to consultations and/or engagement activities.

The consultation and/or engagement may be hosted or conducted on behalf of the trust by a provider such as the county council or an agreed third party service. Any relevant third party Privacy Notices will be provided at the outset of each consultation or survey.

Anonymised data may be provided to relevant organisations such as stakeholders or statutory bodies. This will depend on the subject matter but may include:

- County Councils;
- The Department for Education (DfE);
- Central Government;
- Complying with requests made under the Freedom of Information Act 2000.

How long do we keep your records?

We keep personal information in line with the trust's Data Retention Policy.

This means that Orbis Education Trust will hold your personal data and only use it for the purpose for which it was collected. Data will be kept for the purposes of processing and analysing the data, and depending on the data it will be held for until we no longer need it. Information will be securely destroyed when no longer needed.

Your Rights How To Access the Personal Information We Hold About You

Individuals have a right to make a Subject Access Request (SAR) to gain access to personal information that we hold about them.

If you make a SAR, and if we do hold information about you, we will give you a copy of the information in an intelligible form.

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 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 us.

Concerns

If an individual has any concerns about how we are using their personal data, then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at ico.org.uk/concerns.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Christopher Roberts, Data Protection Officer (DPO), Orbis Education Trust, c/o Southfield School, Lewis Road, Kettering, Northamptonshire, NN15 6HE

dpo@orbismat.com