



Ramsbury English Hub Privacy Notice

How we use your information

You have a legal right to be informed about how our English Hub uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

Ramsbury English Hub, acting on behalf of Ramsbury Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below).

Categories of personal data that we collect, hold and share

The categories of information that we collect, hold and share include the following:

- Personal information such as name, role, and professional contact details
- Attendance information (such as sessions attended)
- Information relevant to your application for support from the Hub

Why we collect and use this information

We use the information we collect:

- To keep you informed about the course/programme you have signed up for
- To keep you informed about future courses/programmes (if you agree)
- To be able to run courses/events
- To be able to carry out school-to-school support
- To support learning
- To provide appropriate training
- To pay for supply cover, if you are eligible
- To keep you safe and healthy if you visit us on site
- To assess the quality of our services
- To comply with the law regarding data sharing

Lawful basis on which we use this information

Any personal data that we process is done so in accordance with Article 6 of UK GDPR.

Mostly, personal data is processed where:

- To adhere to a contract we have undertaken with you (*Article 6(1)(b) of UK GDPR*)
- We need to comply with a legal obligation (*Article 6(1)(c) of UK GDPR*)

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way (*Article 6(1)(a) of UK GDPR*)
- We need to protect your interests (or someone else's interest) e.g. in a life or death situation if you visit us on site. (*Article 6(1)(d) of UK GDPR*)

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from other organisations including other educational providers, the Department for Education (DfE) and the National College for Teaching and Leadership as appropriate.

Who we share information with

We routinely share information with:

- The DfE
- Services that support teaching, learning, assessment, health and safeguarding and school management if you are visiting us on site

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For more information on information sharing with the DfE please go to: [Apply for Department for Education \(DfE\) personal data - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data)

International transfers of personal data

We have audited where we store all the personal data processed by our staff and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from us .

Storing your personal data

We will keep your data in line with our records retention policy, which is based on the IRMS School Toolkit www.irms.org.uk/schoolstoolkit . Most information we process about you will be retained as determined by statutory obligations. Any personal information which are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, contact admin@ramsburyenglishhub.com

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

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our data protection officer. You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- 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 admin@ramsburyenglishhub.com or our data protection officer, Amy Brittan DPO Schools dposchools@somerset.gov.uk

If you require more information about how the DfE store and use your information, then please go to www.gov.uk/data-protection-howwe-collect-and-share-research-data