

Level 2 Review Privacy Notice 2019

The New Collaborative Learning Trust (NCLT) vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

DATA CONTROLLER AND COLLECTION

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. As part of any consultation process, the organisation collects and processes personal data relating to views expressed. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

WHAT INFORMATION DOES THE ORGANISATION COLLECT?

The organisation collects a range of information about you. This might include:

- your name, address and contact details, including email address and telephone number;
- information about the organisation you represent;
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The organisation collects this information in a variety of ways. For example, data might be contained in online forms, or collected through email responses to the public consultation. Data will be stored in a range of places, including on IT systems (including email) across the organisation.

WHY DOES THE ORGANISATION PROCESS PERSONAL DATA?

The organisation needs to process data to respond to points raised in the review.

WHO DO WE SHARE INFORMATION WITH?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the senior management and their support staff. The organisation will not share your data with third parties. The organisation will not transfer your data outside the European Economic Area.

STORING DATA

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

The organisation will hold your data on file for 12 months after the end of the relevant recruitment process. The period for which your data will be held will be provided to you in a new privacy notice.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation staff have the right to request access to information about them that we hold. To make a request for this, please email human.resources@nclt.ac.uk who will process the request in partnership with the NCLT's Data Protection Officer. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- make a subject data access request (please see link on website)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

DATA PROTECTION OFFICER

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to data.protection@nclt.ac.uk or by calling 01977 802139.