



This privacy notice applies to all visitors to The Challenge Academy Trust's academies and any member of the general public who makes contact directly with us. This notice is to let you know what we do with the information you provide to us and why we need it.

## Who are we?

The Challenge Academy Trust is a multi-academy trust with exempt charitable status and is a company registered in England and Wales on 24th March 2017, Company Number: 10689427. The Trust has one subsidiary company, Bridgewater High School Trading Ltd which is incorporated in the UK for the purposes of providing educational services to academies within the Trust, Company No. 08079474. The Trust has 8 member academies in Warrington: Beamont Collegiate Academy, Bridgewater High School, Great Sankey Primary School, Padgate Academy, Penketh High School, Penketh South High School, Priestley College, Sir Thomas Boteler Church of England High School.

## What information do we collect from you?

To carry out our duties as a provider of education we collect information about you that enables us to meet regulatory and contractual obligations and ensure the effective management of the Trust. This includes processing for quality assurance, service improvement, providing information for statistical and audit purposes and ensuring that all health and safety standards are met.

The personal information we collect may include one or more of the following:

1. Your name
2. Your contact details
3. Details of your representatives
4. Vehicle registration details
5. CCTV images
6. Correspondence with us including complaints, suggestions and compliments
7. Information you may send to us or enter onto our website
8. Any information you choose to share with us.

## How do we use the information we collect about you?

We use your personal data for a number of purposes including the following:

- To account for any visitors to our premises in the event of an evacuation
- To ensure the most appropriate response to any questions you ask
- For the prevention and detection of crime and the identification of those responsible
- To comply with statutory requirements
- To improve the quality of the service we deliver

Under the Data Protection Act 2018 we are permitted to process your information for one or more of the following reasons:

- You have provided consent
- It is necessary for us to be legally compliant
- To fulfil your contractual obligations

- There is a legitimate interest to do so (eg. in our role as an employer)

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

## **How do we protect your information?**

We don't keep your information for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Protection policy which adheres to the Data Protection Act 2018.

We have IT systems that we use to keep your information safe and secure. Where this information is on a database that is not hosted by the Trust, we have service contracts with providers that give assurance of compliance with the relevant legislation and standards for data security.

Where your information is not kept electronically we have security measures, policies and an audit process in place to ensure your information remains secure, not retained or processed unless there is a documented justifiable reason and is only shared on a "needs to know" basis.

## **How long do we keep your information?**

The length of time that we will retain your information will vary depending on the nature of the record. Our Data Protection policy specifies the length of retention period for specific information and this is determined either by statutory guidance or best practice. A copy of our Data Protection policy can be found on our website [www.tcat.uk.com](http://www.tcat.uk.com).

## **What are your rights over your information that you have provided to us?**

Under the Data Protection Act 2018, you have the right to:

- Access your personal data by making a Subject Access Request
- Request rectification, erasure or to restrict your data
- Right to object to the processing of your data
- Data portability-right to request transfer of data
- Make a complaint to the organisation that processes your information (The Challenge Academy Trust) or the Information Commissioners Office (ICO).

All requests will be considered and complied with in line with the ICO guidance.

If you need to make a complaint or require further information on how your data is processed, please contact our data protection officer: Adrienne Laing, Data Protection Officer, The Challenge Academy Trust, c/o Priestley college, Loushers Lane, Warrington, WA4 6RD (01925 633591).

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

## **Changes to this privacy notice**

From time to time, we may need to update this privacy notice to ensure it meets any changes to regulations or reflects any changes to the way we manage your information. Please ensure you review the latest privacy notice that can be accessed on our website or on our HR Information system.