

## Course and Event Booking Privacy Policy

Version 1 (280822)





## **About**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

## **Who are we?**

Education South West is a Multi Academy Trust, which includes Kingsbridge Community College (hereafter known as Kingsbridge). Kingsbridge is the lead school for Kingsbridge Teaching School Hub and SWIFT South. The Kingsbridge Teaching School Hub, SWIFT South and the Colyton Teaching School Hub are all Strategic Partners in South West Institute for Teaching (hereafter known as SWIFT). SWIFT includes the following delivery partners that together deliver Continuous Professional Development and other services to schools. These partners include:

- Cornerstone TSA
- Devon Teaching School Partnership
- Exeter Consortium
- Plymouth TSA
- Riviera TSA
- South West Specialist Schools Teaching Alliance
- SWIFT South
- Ventrus TSA
- Westcountry TSA
- Kingsbridge Research School

Education South West and the SWIFT partners collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom). Education South West is responsible as 'controller' of that personal information for the purposes of those laws.

## **The personal information we collect and use**

### **Information collected by us**

In the process of providing training, meetings and other events such as conferences we collect the following personal information when you provide it to us:

- Personal information (such as name, work contact details, work email address)
- Special category characteristics (disability)
- Employer details

### **How we use your personal information**

#### **We use your personal information to:**

- Contact you regarding event places you or your employer has requested on your behalf
- Let you know when you are booked onto a course
- Follow-up any queries about course bookings
- Plan future training requirements

### **How long your personal data will be kept**

We will hold your personal information securely and retain it until you notify us you wish us to remove it from our site. We will remove all personal information from accounts that have not been accessed for three years and all training records over three years old.

### **Reasons we can collect and use your personal information**

We collect and use your personal information to fulfil our contract with you or your employer that is established on signing up to SWIFT Courses Terms and Conditions. If we need to collect special

category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

### **Who we share your personal information with**

We share your personal information with:

- Teams within the SWIFT partnership to improve the CPD services we deliver
- Commissioned providers of training where they are part of delivery of the CPD
- Schools/Organisations where you are employed or volunteer

We will share personal information with law enforcement or other authorities if required by applicable law.

### **Your Rights**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request; however, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the Education South West Data Protection Office (DPO) Zoe Williamson.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Who to Contact**

Please contact the Education South West Data Protection Office (DPO) Zoe Williamson to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The DPO can be contacted by:

- Email | [zoe.WILLIAMSON@educationsouthwest.org.uk](mailto:zoe.WILLIAMSON@educationsouthwest.org.uk)

Post | Education South West Facilities and Compliance Manager

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.



