



## Privacy Notice: Spencer Teaching School Hub

### Focus: Strategic Board Members Data Retention

#### Who we are

This work is being carried out by the Spencer Teaching School Hub team, which works with the Department for Education (DfE). The Spencer Teaching School is designated to its lead school, Chetwynd Spencer Academy, and is a part of Spencer Academies Trust.

For the purpose of data protection legislation, Spencer Academies Trust is the data controller for the personal data processed as part of the Teaching School Hub commission.

#### How we will use your information

We collected your personal data directly from you and retain it in order to perform our duties within the remit of the Teaching School Hub, in this instances for the sharing of information relating to the successful operation of the Teaching School Hub Strategic Board. Some of the details will shared within the Strategic Board, for example your pen portrait.

#### The nature of your personal data we will be using

The personal data that we have used for this purpose is the information that you provided to us by email and includes

- Full Name
- Email
- Occupation
- Personal information in the form of a pen portrait
- Any potential conflicts of interest

#### Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition(s) that we are meeting are:

Public Interest: 'Article 6 (1) (e) "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller."

The collection and sharing of this type of data is necessary in order to be transparent in the make-up of our governance structures. This is necessary to comply with the DfE's expectations.



And in terms of any special category data we process, such as role title, this is also lawful to ensure complete openness about our appointments as strategic board members.

### **Who we will make your personal data available to?**

Your key personal data – name, organisation and pen portrait - will be made available on our website and to the wider strategic board group in order to be transparent about our governance structure.

### **How long we will keep your personal data?**

We will keep your personal data for the life of the Teaching School Hub programme, after which point it will be securely destroyed.

### **Your Data Protection Rights**

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via a direct email to the director of the Teaching School Hub – Tammy Elward, [tammyelward@satrust.com](mailto:tammyelward@satrust.com)

Further information about your data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

### **The right to lodge a complaint**

If you are unhappy with our use of your personal data, please let us know by contacting the director of the Teaching School Hub in the first instance – Tammy Elward, [tammyelward@satrust.com](mailto:tammyelward@satrust.com). You can also follow our complaints procedure as outlined on our website - <http://satrust.com/policies/>



# SPENCER HUB

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

## Last updated

We may need to update this privacy notice periodically and will inform you if we do. This version was last updated on 31<sup>st</sup> October 2023.

## Contact Info:

If you have any questions about how your personal information will be processed, please contact us at [info@spencerteachingschoolhub.com](mailto:info@spencerteachingschoolhub.com) and enter **Privacy Notice and Data Retention Question** as a reference.

01.10.2024