

EDMONTON ACADEMY TRUST

LOCAL GOVERNING BODY OF EDMONTON COUNTY SCHOOL

STAFFING COMMITTEE

TUESDAY 6 FEBRUARY 2018 AT 6.00PM CAMBRIDGE CAMPUS

MINUTES - PART ONE

Members:	Salih Suavi, Justine McLennan, David Clarke, Owen Vallis
Trustees:	Salih Suavi, Thia Kunaratnam, Peter Blane, Susan Tranter (ex officio), Konrad Halls
Committee:	Konrad Halls (Chair), Derek Richings, Kelly Grant, Joanne Yarwood, *Abi Adesida, *Sheila O'Neill, Liz Whale, Cat Purtell and Susan Tranter,
Advisory Clerk:	Jonathan Adamides-Vellapah
Also attending:	Ms Maria Panayi (Deputy Headteacher) Mr Chris Flack (Assistant Headteacher)

* denotes Absent

1 COMMITTEE MANAGEMENT (6pm)

- 1.1 Apologies for absence were received from Abi Adesida and Sheila O'Neill.
- 1.2 There were no new declarations of interest made relating to items on this agenda.
- 1.3 The minutes of the meeting held on 7 November 2017 were agreed as an accurate record of the meeting.
- 1.4 There were no outstanding matters arising that were not covered elsewhere on the agenda.

2. STAFFING UPDATES

- 2.1 Dr Tranter (ST) presented the Staffing planner for the next academic year 2018/19. The Committee discussed the 2018/19 overview, which included all the Secondary and the Primary school teaching and teacher requirements. The information for the Secondary school included the breakdown per faculty to highlight the number of teaching lessons that need to be taught and covered.
- 2.2 The Committee discussed the recruitment needs for the Secondary school and noted that the planer showed where recruitment was required. ST advised that there are pre-existing vacancies, which may not be replaced on a like for like basis at this stage and does not include resignations that may occur. The Committee understood that there are a number of Teach First and Schools Direct Teachers included in the planner, which is part of their teacher training requirement.
- 2.3 Staff absence The Committee discussed how cover is provided for sickness and absence cover from the data was presented by Ms Maria Panayi(MP). MP advised that there are internal resources which are deployed when required. The benefit of having internal cover is the consistency of teaching and learning for the students. The Committee

understood that where required, external supply cover is obtained however this is kept to a minimum. The Committee discussed the impact of this approach and were advised that attendance is good overall and there is a consistency of how lessons are taught. MP noted that there has been a reduction in the total number of lessons lost.

3. STAFF PROFESSIONAL DEVELOPMENT

Teaching and Learning Policy.

- 3.1 Mr Chris Flack (CF) presented the Teaching and Learning Policy and the Committee noted that it has been well received. The Committee noted the following:

As a school, teaching and learning is at the heart of everything we do and, as such, teachers are expected to maintain the highest standards of practice.

We want students to excel, to achieve mastery of a subject, and to enjoy the challenge of learning new skills, knowledge and ways of thinking.

For 2018 the priorities for teaching and learning are:

- Pace
- Challenge
- Student independence and resilience
- Feedback and assessment.

- 3.2 The Committee questioned how a lesson would look like and noted the importance of the self-directed learning. A lesson would look like as follows:

- Starting Off
 - Greet the students- check uniform- 'one foot in-one foot out'
 - Seating Plan
 - DO NOW activity to engage
- Learning Outcomes- clear and precise
 - Communicate
 - Link to previous learning
 - Resources in place
- Assessment for Learning
 - Target questions- hands down
 - Develop questioning using Bloom's Taxonomy
 - Use AfL techniques to assess and progress learning
- Student Learning- what really matters
 - Active and Progressive
 - Guided and Structured- at least 20 mins silent individual working
 - Recognised and Rewarded
- Reflecting and Evaluating
 - Learning outcomes reviewed- quiet activity for last five minutes
 - Homework explained and posted on SMH
 - Dismissal on the bell- uniform correct

- 3.3 The Committee were advised that the policy had been launched to staff on the 8 January and had been well received with the implementation taking place across the whole School. The Committee were advised that the policy is flexible on how the lesson is structured, however it must include all the elements above.

3.4 The Committee discussed the support for the less able within the class and the impact/understanding of lessons. The Committee was advised that with this revised methodology, which is based on academic research (but tailored to the School's needs) allows the teacher/teaching assistant to review progress in situ with the student. The DO NOW task is not separate to the lesson and provides a theme within the lesson plan.

3.5 The Committee discussed how the policy will impact on the style of learning for the student. CF explained that the policy looked at the needs of students for that.

'We agreed these priorities because there was evidence that students were being 'held back', particularly at KS3 by an undemanding curriculum that was at times taking little account of prior learning, and that in order to meet the challenge of the new GCSE curriculum and assessment, we need children to learn more material, be able to write accurately at length and demonstrate greater independence and resilience. As we assimilate the new assessment demands at GCSE and KS5, the quality of feedback will assume greater importance as we seek to ensure that progress across the cohort is at least outstanding'.

3.6 The Committee discussed how the impact of the policy will be measured and noted that this will be done by a variety of methods before the exams by:

- Student progress reviews
- Results through test exams.

3.7 The Committee understood that colleagues will be supported through this change and resources continue to be developed for use with the new policy.

Evaluation of CPDL day

3.8 CF presented an overview of the 8 January CPDL day which was split into a morning and afternoon session.

- Morning Session was the Teaching and Learning policy launch which was led and facilitated by colleagues, with the feedback being positive.
- Afternoon session focused on Being an Outstanding Form Tutor with Senior Progress Leads leading the sessions and form tutors giving exemplars.

3.9 The Committee noted that the action points arising from the day will be reviewed and responded to or will form part of the next CPDL day.

3.10 The Committee clarified that the Teaching and Learning Policy and the CPDL day were Secondary focused and the Primary School had CPDL based on the Numicon resources.

3.11 The Committee reviewed the following:

- CPDL option block. Noted that some courses were more popular, and these courses were self-directed choices.
- The Evaluation of options was generally positive with 100% of the respondents indicating that they were very likely or likely to recommend the course.

Link Tutor report from Middlesex University

3.12 CF presented the Link Tutor report and advised that at the end of term, Middlesex ask all of their trainees to complete a survey evaluating their school training experience. The Committee noted the following from the report:

"Nearly all trainees rated their school based training highly; they received regular feedback that they found helpful; met their mentors regularly and found the mentoring helpful with specific actions and targets identified in the mentor meetings. All trainees that had regular professional studies sessions found that they were useful for their development as teachers."

In addition, our 'link tutor' from Middlesex also evaluates the quality of provision for our new teachers. His report reads as follows:

“Overall, trainees have expressed a very good level of satisfaction with their training experience. Those which completed the feedback agreed or strongly agreed that every element of their training was positive. Similarly, the tutor visits have recorded that the support and mentoring is very strong, and we have all valued the positive communication from both PCMs who have been quick to deal with issues as they arose.

3.13 The Committee noted that CF is responsible for leading the programme at the School and currently the trainee teachers have all passed their first term.

4. WORKLOAD REDUCTION STRATEGY

4.1 The Committee received an overview from ST on the strategy to date and noted the following:

- The additional INSET day in autumn was very successful with colleagues being able to complete all the marking and evaluations before the end of term. The Faculties used a number of working styles ranging from individual marking to group moderation
- There was a positive outcome where all staff were able to have a break, without having to complete marking at home
- The Winter Break was two full weeks and the staff appreciated the change in the holiday calendar as comments received were positive.

5. GENERAL DATA PROTECTION REGULATION (GDPR)

5.1 ST presented an overview to the Committee of GDPR. The data protection principles set out the main responsibilities for organisations.

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Article 5(2) requires that:

“the controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

5.2 The Committee noted the following from the presentation:

Who does the GDPR apply to?

- The GDPR applies to 'controllers' and 'processors'.
- A controller determines the purposes and means of processing personal data.
- A processor is responsible for processing personal data on behalf of a controller.

- If you are a processor, the GDPR places specific legal obligations on you; for example, you are required to maintain records of personal data and processing activities. You will have legal liability if you are responsible for a breach.
- However, if you are a controller, you are not relieved of your obligations where a processor is involved – the GDPR places further obligations on you to ensure your contracts with processors comply with the GDPR.
- The GDPR applies to processing carried out by organisations operating within the EU. It also applies to organisations outside the EU that offer goods or services to individuals in the EU.
- The GDPR does not apply to certain activities including processing covered by the Law Enforcement Directive, processing for national security purposes and processing carried out by individuals purely for personal/household activities.

5.3 ST presented the following documents to the Committee:

- An overview of the GDPR and the action required by the Trust.
- The audit of data for Members, Trustees and Governors.
- The audit of data for staff.
- The audit of data for children
- Appendix:1 - A General Data Protection Regulation consent form for children and parents/carers
- Appendix:2 - A General Data Protection Regulation consent form for Members, Trustees, Governors and Staff.

5.4 The Committee discussed the action taken to date including:

- The appointment of a Data Protection Officer.
- A review of the data systems used.
- The impact of holding and transmitting pupil level information that is not covered by legal or statutory requirements.

5.5 The Committee **AGREED** that:

- The consent forms will be issued to all existing learners, staff, trustees and members.
- A review will be undertaken of how course work that involves pupils using pupil level data is stored and what consent is need.

5.6 The Committee discussed the security of Data in the School and how easy it was to access information. ST noted that hardcopy data is locked away and all proportional efforts are taken to safeguard data. The Committee noted that for subject access requests charges can be made to photocopy information. The School would not scan and send information that is in hardcopy files (unless it has been stored or can be retrieved electronically as this requires creating an additional copy.

AGREED: The Committee approved the recommendation that all parents, staff, Members, Trustees and Governors complete a consent form, and this is effective immediately

6. ANY OTHER BUSINESS:

None.

7. NEXT MEETING:

7.1 Date and Time of next meeting – 26 June 2018 at 6 pm- Cambridge Campus

Staff members left the meeting at the end of part 1



**General Data Protection Regulation
Edmonton Academy Trust Data Protection Officer- Mrs J Petts**

The type of information Edmonton Academy Trust holds relating to your child is in two forms

1) Data supplied by you

- Information supplied by you - name, address, date of birth, emergency contact information, email and telephone
- Previous school- we hold a paper copy of your child's primary school record (if supplied)
- Health information- record of inoculations at school, health issues notified by you
- Parent Pay- we hold data on your bank account and transactions

2) Data created by your child's attendance at school

- Progress and attainment information- courses studied, results of tests and examinations
- Pupil identifiers- each child has a unique pupil number
- Behaviour- record of your child's behaviour at school
- Attendance – the record of your child's attendance at school, including any absences.
- Photographic- The School takes photographs of individual pupils at the start of their school career for use of their school record and on school identification cards. These images are subject to these Regulations and will therefore:
 - be stored securely;
 - not be used for any other purpose without the consent of the pupil or his or her parent(s);
 - not be shown, copied or given to any unauthorised person.
- Biometric data- your child's fingerprint is stored so they can purchase food and drink
- IT – your child uses a computer as part of their education and we are able to record any internet usage.
- Record of communications with you

We take the security of data very seriously. Staff are not permitted to share pupil data outside of the organisation except under specific circumstances

- Government offices collect pupil data for statistical purposes.
- Government, Public authorities and Local Authority officers collect pupil data for statistical purposes
- Police and Children's agencies (i.e. social services) ask for information on a child. The Executive

Headteacher's permission is sought before any data is shared with a third party.

Your consent

I consent to the Trust holding and processing the data on my child as set out above	Yes/no
On request, I am entitled to a copy of the data held on my child at any time (There is no charge for this but if you require a copy of your child's file a fee of £25 is payable in advance)	Yes/no
I wish to be informed of any breaches of data security that affect my child	Yes/no
If I wish my child's data to be removed, after my child leaves the school, I must contact the Data Officer	Yes/no
My child's name	
My Signature	



**General Data Protection Regulation Members, Trustees, Governors and Staff
Edmonton Academy Trust Data Protection Officer- Mrs J Petts**

Edmonton Academy Trust is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all employees, workers and contractors.

Edmonton Academy Trust is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date.
- Location of employment or workplace.
- Copy of driving licence and /or passport
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

- Photographs.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Biometric data.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies [DfE, Disclosure Barring Service].

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest [or for official purposes].

Situations in which we will use your personal information

We need all the categories of information in the list above (see The kind of information we hold about you) primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below. [We have indicated by [asterisks] the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.]

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.

- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with school policies
3. Where it is needed in the public interest, such as for equal opportunities monitoring or DfE collections
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. [We may also process such information about members or former members in the course of legitimate business activities with the appropriate safeguards.]

Our obligations as an employer

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.

- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use data to provide responses to collections as required by the DfE and other government agencies.

Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with school policy

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We may also process such information about members or former members in the course of legitimate business activities with the appropriate safeguards.

We envisage that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process and we may be notified of such information directly by you in the course of you working for us.

We are allowed to use your personal information in this way to carry out our obligations under safeguarding regulations.

Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

1. Where we have notified you of the decision and given you 21 days to request a reconsideration.
2. Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
3. In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the Trust.

We require third parties to respect the security of your data and to treat it in accordance with the law.

If we do, you can expect a similar degree of protection in respect of your personal information.

Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our Trust. [The following activities are carried out by third-party service providers: payroll, pension administration, benefits provision and administration, IT services, DfE, ESFA.

How secure is my information with third-party service providers and other entities in our Trust?

All our third-party service providers and other entities in the Trust are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

When might you share my personal information with other entities in the Trust?

We will share your personal information with other entities in our Trust as part of our regular reporting activities on company performance, in the context of a business reorganisation or Trust restructuring exercise, for system maintenance support and hosting of data.

What about other third parties?

We may also need to share your personal information with a regulator or to otherwise comply with the law.

Data security

We have put in place measures to protect the security of your information. Details of these measures are available from the **Edmonton Academy Trust Data Protection Officer**

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from Edmonton Academy Trust Data Protection Officer

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

Data retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to

you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information.

Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Trust Personnel Manager –Rachel Taylor- in writing.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Edmonton Academy Trust Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Data protection officer

We have appointed a Trust Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Edmonton Academy Trust Data Protection Officer. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Edmonton Academy Trust Data Protection Officer- Jacqui Petts.

I, _____(member, trustee, governor, employee), acknowledge that
on _____(date), I received a copy of Edmonton Academy Trust's Privacy
Notice and that I have read and understood it.

Signature

.....