



Privacy Notice- General Data Protection Regulation (GDPR)

This Privacy Notice has been written to let you know how Northern Lights looks after, stores and uses your personal information.

Who are we?

Northern Lights is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Northern Lights has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 532526

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of participants such as name, email address, school name, school address, school URN, telephone number, dietary requirements, date of birth, Teacher TRN, subject taught, returning teacher's number
- Attendance information (such as sessions attended and absence)
- Evaluation information
- Photographs / CCTV
- Safeguarding information – to enable DBS application including personal identification, recording of DBS information relating to the certificate relating to the date of issue, type of certificate requested, DBS unique reference number

We will also process certain 'special category' data about our delegates and trainees including:

- Special Educational Needs and Disabilities information (as relevant)
- Race and ethnicity
- Convictions information in relation to DBS checking for safeguarding

Why do we collect your personal data?

We use the information we collect:

- to provide school to school support
- to book participants on to training courses and send out booking information and training material
- to communicate marketing information about upcoming training courses
- to produce session registers and evaluation forms
- to send billing information and invoices for the course attended (where relevant)
- to assess the quality of our services, including evaluation information and effectiveness of the provision
- to provide placement details to our partner schools if school experience is required as part of the programme offered
- derive statistics which inform decisions such as the funding of courses

Any personal data that we process about our delegates and prospective trainees is done so in accordance with Article 6 (the requirement to have a lawful basis to process your personal data) and Article 9 (a special category condition for processing this type of data). We need your data in order to:-

- carry out a task in the public interest
- exercise our statutory obligations
- fulfil a contract we have entered into with you

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you and is mandatory in order for us to provide a service. Some information is provided on a voluntary basis (such as evaluation forms). This is indicated at the time of collection but is only used for quality assurance purposes.

Who do we share your personal data with?

We routinely share delegate information with:

- The Department for Education (DfE)
- Northern Star Academies Trust (where relevant)
- Ofsted
- Our authorised partner schools

We will not share any information about you outside the organisation without your consent unless we have a lawful basis for doing so.

How long do we keep your personal data for?

We will keep your data in line with the Northern Lights General Data Protection Regulation (GDPR) Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our Data Protection Officer on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk / 03031 231113