

Privacy Notice

Privacy notice for users of services provided by Class Leading Ltd (hereby known as 'the company')

Under data protection law, individuals have a right to be informed about how the company uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about users the services provided by the company, which includes:

- Children and young people
- Parents and carers
- Governors, Trustees, Teachers, Head Teachers, SENCOs and other employees of nurseries, schools, colleges and academies;
- Employees and contractors of other governmental, non-governmental and commercial organisations

We, the company are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is David Bailey (see 'Contact us' below).

The personal data we hold:

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details
- Characteristics information such as date of birth, marital status, ethnicity and gender
- Next of kin and emergency contact numbers
- Results of psychometric and other related assessments
- Performance data from schools, colleges, academies and other educational settings

Why we use this data

We use this data to:

- Support teacher professional learning and school improvement
- Provide appropriate care and support
- Assess the quality of our services and report on this evaluation
- Carry out research
- Process financial transactions
- Monitor equal opportunities and protected characteristics
- produce returns required by government agencies, funders and grant providers.
- Enable quality assurance processes

- Provide you with any services you have requested and the promotion of benefits and services
- Ensure we only communicate with you about events, opportunities, services of interest to you
- Process information about you to administer attendance for reporting to other agencies.
- Undertake marketing and recruitment activities including the promotion of other services, events and opportunities that may be of interest to you.

Our legal basis for using this data:

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests), for example, if we need to provide emergency medical care

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information Data is essential for the operation of the company. Some of information we collect about you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data:

We will store any data for no longer than is necessary. This will determined on a case by case basis according to the following policy:

Contact details: Stored for a period of up to 6 years following any interaction, and for 20 years in the case of any contracted financial arrangement (for tax purposes

Course attendance logs: For 1 year after the completion of any reporting.

Sensitive personal data: For 1 year after passing on to relevant organisations or for 1 year after the period of engagement/employment ceases.

Data sharing:

We do not share information with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with:

- Suppliers and service providers – to enable them to provide the service for we have contracted them
- Survey and research organisations so that they may seek independently your views

- Health authorities to fulfil our reporting duties including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Police and Security organisations for the detection and prevention of crime and terrorism
- Police forces, courts, tribunals – for or the detection and prevention of crime and the assessment or collection of tax or duty
- The education regulator Ofsted to enable the inspection of our services
- Our accountants
- Any external auditors - so that they may check our records
- Survey and research organisations so that they may seek independently your views
- Health and social welfare organisations – including our private Health Provider
- Professional bodies including the Teacher Regulation Agency for issues relating to professional conduct

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. Your rights regarding personal data Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information contact the Data Protection Officer. Other rights Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer. Details are at the bottom of this notice

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Officer.

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

Contact us If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

David Bailey, DPO, Class Leading Ltd, 40 Baydale Road, Darlington, DL3 8JU

Tel: 07770 034 999

Email: classleading@gmail.com