



Privacy Notice for Diamond Education & Professional Learning.

How we use your information

Under data protection law, individuals have a right to be informed about how Diamond Education & Professional Learning (DEPL), part of Diamond Learning Partnership Trust, uses any personal data 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 individuals who attend our training courses and work with us.

We, Diamond Education & Professional Learning (DEPL), Andrew Road, Eynesbury, St Neots, Cambridgeshire, PE19 2QE, are the 'data controller' for the purposes of data protection law. Our data protection officer is The ICT Service (see 'Contact us' below).

The personal data we hold

We process data relating to those using the services of DEPL. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers and contacts (such as name, school and contact details)
- Photographs for marketing purposes, internally and externally and on our website and social media sites

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Disability and access requirements
- Dietary requirements

Why we collect and use this information

The purpose of processing this data is to help us run DEPL, including:

- To promote DEPL
- To log training and development requirements
- To enable communication with course participants
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- Where we need to comply with a legal obligation or statutory duty

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it:

- To deliver staff training
- To assess the quality of our services
- To comply with a legal obligation
- Where it is needed in the public interest or for official purposes

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests) such as providing medical information to emergency services

You will have been provided with a link to a copy of this notice when you registered for any DEPL course and again when you received the agenda for your registered course. Your attendance on the course confirms you accept this privacy notice and consent to your data being used in the manner described. If you do not give consent, please contact us using the details below.

Where you have provided us with consent to use your data and images you may withdraw this consent at any time.

If you wish to withdraw your consent at any time you may do so in writing (either by letter or email) to the DEPL office who will be happy to accommodate your preferences.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting information

Personal data is usually only sought from the data subject. No third parties will be contacted to obtain personal data without the data subject's consent.

Personal data may be obtained and processed from third parties where the law requires DEPL to do so. The categories of data obtained and processed from third parties include:

- Administrator, Business Manager or Head teacher at your place of work

The information we collect on you is essential for DEPL's operational use. While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Once a person has registered on training with us, we will add their details to our database. Personal data is retained in line with the DLPT GDPR Data Retention Policy. The information contained in this database is kept secure and is only used for purposes directly relevant to your training with DEPL.

When your relationship with DEPL has ended, we will retain and dispose of your personal information in accordance with the Diamond Learning Partnership Trust Data Retention Policy and where we are required to by law.

We hold data securely for the set amount of time shown in our data retention schedule. Personal information may be retained for the identified periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

For more information on our data retention schedule and how we keep your data safe, please contact Diamond Education & Professional Learning.

Who we share your information with

We do not share information about you with any third party without your 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 about you with:

- Survey and research organisations
- Professional advisers and consultants

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Diamond Education & Professional Learning.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. Under certain circumstances you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. You can do this by speaking to Diamond Education & Professional Learning using the email or phone number listed below. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you have any questions, concerns or would like to discuss anything in this privacy notice, please contact **Diamond Education & Professional Learning**: cpd@diamonddepl.org or **01480 277494** or our Data Protection Officer: **The ICT Service** dpo@theictservice.org.uk or **0300 300 00 00 option 1** _

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