

# **Thomas Telford Multi Academy Trust**



## **Data Protection Management Overview**

**Last reviewed April 2024  
To be reviewed April 2025**

## **Introduction**

Thomas Telford Multi-Academy Trust is committed to a policy of protecting the rights and privacy of individuals (including students, staff, and others) in accordance with the Data Protection Act 2018.

The Trust gathers and processes personal information about its staff, students, and other individuals to comply with obligations as a charitable company limited by guarantee that is responsible for academies. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

Any breach of the Data Protection Act 2018 or the Trust Data Protection Policy is considered to be an offence, and in that event relevant disciplinary procedures will apply. The contents of this policy are applicable to employees, trustees and governors, other agencies and providers working with the Trust, and who have access to personal information.

The Trust is the Data Controller and is responsible for setting the overarching policy and standards for Data Protection. The Trust sees compliance with these obligations as the best method to ensure that personal information is dealt with lawfully and securely and in accordance with the UK GDPR and other related legislation.

It will apply to information regardless of the way it is used, recorded, and stored and whether it is held in paper files or electronically. It applies to all data held in schools as part of the multi-academy trust, though the responsibility for managing data rests with each school.

All Academies within the Trust process personal information about staff, students, parents, and other individuals who come into contact with each academy as part of the usual day-to-day business of a school. The Academies are required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and other legislation.

This policy and procedures will be updated as necessary to reflect best practice, or amendments made to data protection legislation.

Each Academy within the Trust will comply with the Trust policies, procedures, and notices.

### **For Students and Parents/Carers**

There is more detail in the 'My Rights' document and within the other policy and Privacy Notices on the Trust website.

### **Student and Family Information Gathering**

On joining an Academy within the Trust, you will be asked to complete a form giving next-of-kin details, emergency contact and other essential information. You will also be asked to give

consent for the use of that information for other in-Trust purposes, as set out on the data collection/consent form.

The contact and consent form will be reviewed on an annual basis. It is important to inform the Academy/Trust if details or your decision about consent changes.

This is managed by each individual academy.

### **Subject Access Requests**

As stated in our policy, every individual has a right of access, subject to some restrictions, to data that is held about them.

If you wish to make a subject access request it is important that the request is made directly to the Academy that holds your data.

There is more information about this process in the policy.

### **Concerns and Complaints**

If you feel that something has gone wrong, and you want to raise a complaint or concern it is important that you are able to do so. We encourage an informal discussion about the matter first. You can access details about how we manage such issues by reference to the Complaint Policy. This also covers Data Protection and UK GDPR matters, though ultimately you have a right to refer to the Information Commissioners Office if you remain unsatisfied.

### **Data Protection Officer**

Our Data Protection Officer is:

John Walker

[info@phplaw.co.uk](mailto:info@phplaw.co.uk)

03337 729763

**In our schools, the Data Protection Compliance leads can be contacted on:-**

<b>Name of school</b>	<b>Lead contact</b>	<b>Contact details</b>
<b>Madeley Academy</b>	Ian Marshall	imarshall@madeleyacademy.com
<b>Redhill Primary Academy</b>	Zara Bate	Zara.bate@redhillprimary.co.uk
<b>Sandwell Academy</b>	Karen Bladen	kbladen@sandwellacademy.com
<b>Thomas Telford UTC</b>	Philippa Shaw	pshaw@ <a href="mailto:thomastelfordutc.com">thomastelfordutc.com</a>
<b>Walsall Academy</b>	Claire Curry	ccurry@walsallacademy.com