

Consultation Privacy Notice

City Learning Trust intend to submit a full planning application to Stoke-on-Trent Local Authority planning team by the end of June 2022, to develop a superb hockey facility and multi-sport Artificial Grass Pitch (AGP). This facility is key to our vision of ensuring that the City Learning Trust Estate serves the local and wider communities in the most highly effective way.

We are committed to the provision of excellent facilities and resources, which meet and serve the diverse needs of communities, support social, economic, health, well-being and environmental needs, all firmly underpinned by strong corporate and social responsibility.

It is **vital** that we have your input. As part of this consultation process, we will be inviting you to ask questions and present any view or concerns you may have. You have a legal right to be informed about how the City Learning Trust uses any personal information we hold about you and to comply with this we are sharing with you this privacy notice.

This privacy notice explains how we collect, store and use your personal data.

Data Controller

City Learning Trust (CLT) High Lane, Burslem, Stoke on Trent, is the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Joanne Shaw (see 'Contact us' below).

The Headteacher of Trentham Academy, acts as the representative of the data controller, in the Academy, on a day-to-day basis.

What data we collect

As part of this consultation process we are inviting you to share the following information via a Microsoft Form:

- Name
- Contact telephone number
- Email address
- Any questions about the project
- Any views you wish to share

We ask for your name and contact details so that we are able to contact you to discuss any point raised if necessary.

How we use your data

The data that you share with us is an essential part of the consultation. It will inform us of the impact on the local community in practice, and highlight the necessity for any adjustments.

How we collect and store your data securely

We will collect your data via a Microsoft Form. Microsoft Forms, is a web based application that provides the facility to create questionnaires that can be shared with others to obtain responses in real time. The responses will be presented to us in an Excel spreadsheet.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Our lawful basis for using this data:

The legal basis for processing your personal data is to perform a task carried out in the public interest, that of consulting the public.

Who do we share data with

We will not share any information you have provided as part of this consultation process, with anyone outside of the City Learning Trust's Leadership Team, unless it has been completely anonymised.

How long will we keep your information

We will only retain your personal data for as long as:

- it is needed for the purposes of the consultation
- the law requires us to

In general, this means that we will only hold your personal data for a minimum of 1 year and a maximum of 7 years.

Transferring data internationally

Your data will not be transferred internationally.

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**',

If we do hold information about you, we will (unless there's a really good reason why we shouldn't)

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- In some cases, be notified of a data breach.
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the UK data protection rules are broken and this harms you in anyway.
- To exercise any of these right, please contact the Data Protection Officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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:

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Burslem
Stoke on Trent
ST6 7AB

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