



TEES VALLEY EDUCATION

PRIVACY NOTICE

JULY 2018

Who are we?

We, **Tees Valley Education**, are a Data Controller for the purposes of the Data Protection Act 2018. We will collect a range of data relating to creditors and debtors, data of individuals who have made enquiries directly with the Trust including requests as outlined within the privacy notice, complaints and matters linked to our policies such as freedom of information requests, data protection breaches and subject access requests.

Why we collect and use this information

We use the data to:

- inform our policies and learning;
- monitor progress and ensure we are able to keep the relevant individual up to date as appropriate
- inform and keep the ICO updated as appropriate
- assess the quality of our service
- liaise with debtors and creditors and ensure financial matters are handled inline with our financial handbook

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

- Personal information (such as name, address, email address and telephone numbers)
- Bank details of creditors
- Nature of the contact including detailed information as required e.g. for freedom of information requests, subject access requests and data protection breaches.

Collecting information

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

We hold data for the recommended timescales as set out in the [Information Management Toolkit, 2016](#)

Who we share information with

We are required to share information with:

- Education and Skills Funding Agency as part of statutory financial returns
- MAZAR's will have access to all our financial information in order to undertake independent audit of our financial accounts and other statutory returns which are required to be independently audited
- the Trust Board and/or the Chair of the Trust Board as the Trust governance
- Information Commissioner
- Gateshead Council as our commissioned GDPR advisor and Data Protection Officer

Why we share information

We do not share information with anyone without consent unless the law and our policies allow us to do so.

We share creditors data with the Education and Skills Funding Agency (ESFA) on a statutory basis. This data sharing underpins [ESFA Financial Handbook](#).

Data collection requirements:

Data collection requirements are set out within our policies and by the ICO in respects of data breaches, subject access requests and freedom of information requests including requests to alter/amend/remove personal data and ESFA's Financial Handbook

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, contact the Trust Business and Resource Manager by email: DPO@tved.org.uk.

You also have the right to:

- be informed
- access
- rectification
- erasure
- restrict processing
- data portability
- object

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Emma Chawner
Trust Business and Resource Manager
Tees Valley Education
Pennyman Primary Academy
Fulbeck Road
Middlesbrough
TS3 0QS

Email: DPO@tved.org.uk

Tel: 01642 221156