



This privacy notice applies to all suppliers to The Challenge Academy Trust's academies. This notice is to let you know what we do with the information you provide to us and why we need it.

## Who are we?

The Challenge Academy Trust is a multi-academy trust with exempt charitable status and is a company registered in England and Wales on 24th March 2017, Company Number: 10689427. The Trust has one subsidiary company, Bridgewater High School Trading Ltd which is incorporated in the UK for the purposes of providing educational services to academies within the Trust, Company No. 08079474. The Trust has 8 member academies in Warrington: Beamont Collegiate Academy, Bridgewater High School, Great Sankey Primary School, Padgate Academy, Penketh High School, Penketh South Primary School, Priestley College, Sir Thomas Boteler Church of England High School.

## What information do we collect from you?

To carry out our activities and to deliver our obligations to you, we will collect, store, and use the following categories of personal information about you:

- Personal & business contact details such as name, title, addresses, telephone numbers, personal email & business email;
- Bank account details
- National Insurance Number & Unique Tax Reference and or Company Registration Relative Business information
- Security information including CCTV images, security incident reports (when applicable)

## How do we use the information we collect about you?

We will collect and use your personal information in the following circumstances:

- To respond to your enquiries, to receive and administer your application and any memberships (if applicable), and to deal with any ongoing concerns or enquiries you have.
- To process payment of any fees and for the administration of session/ membership renewals including notification of upcoming membership expiry (if applicable).
- To provide you with access to our events, facilities, services and activities.
- To provide you with operational information about the events, facilities, services and activities such as cancellation of sessions, closures or other relevant communications.
- For monitoring compliance with and enforcement of relevant policies in relation to health and safety and security (prevention and detection of crime) - including the use of CCTV, and safeguarding.
- To monitor and evaluate our performance and effectiveness
- To maintain and improve our facilities and the services available;
- To seek advice on our rights and obligations, such as where we require our own legal advice
- To process the recovery of any money you owe to us
- To comply with any applicable laws and regulations

We will collect and use your personal information in the following circumstances:

- To administer and manage our relationship with you in connection with setting up or maintaining a contract with you
- To process your requests for our goods and services

Our purposes in processing your data are:

- Determining the terms on which we work for you
- Administering the contract, we have entered with you
- Receiving payment from you for goods or services we have provided to you

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

## **How do we protect your information?**

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Where we do so, we will require third parties to respect the security of your data and to treat it in accordance with the law.

We have IT systems that we use to keep your information safe and secure. Where this information is on a database that is not hosted by the Trust, we have service contracts with providers that give assurance of compliance with the relevant legislation and standards for data security.

Where your information is not kept electronically we have security measures, policies and an audit process in place to ensure your information remains secure, not retained or processed unless there is a documented justifiable reason and is only shared on a "needs to know" basis.

## **How long do we keep your information?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We hold your personal information in accordance with our Data Protection policy which can be found on our website [www.tcat.uk.com](http://www.tcat.uk.com) and our Document Retention Schedule which is available on request from the DPO.

## **What are your rights over your information that you have provided to us?**

We do not process your information with countries outside of the UK or European Economic Area (EEA) without the safeguards being in place that are equivalent to the UK Data Protection legislation or the General Data Protection Regulations (GDPR).

Under the Data Protection Act 2018, you have the right to:

- Access your personal data by making a Subject Access Request

- Request rectification, erasure or to restrict your data (in certain circumstances)
- Right to object to the processing of your data (in certain circumstances)
- Data portability-right to request transfer of data
- Make a complaint to the organisation that processes your information (The Challenge Academy Trust) or the Information Commissioners Office (ICO).

All requests will be considered and complied with in line with the ICO guidance.

If you need to make a complaint or require further information on how your data is processed, please contact our data protection officer: Adrienne Laing, Data Protection Officer, The Challenge Academy Trust, c/o Priestley college, Loushers Lane, Warrington, WA4 6RD (01925 633591).

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

## **Changes to this privacy notice**

From time to time, we may need to update this privacy notice to ensure it meets any changes to regulations or reflects any changes to the way we manage your information. Please ensure you review the latest privacy notice that can be accessed on our website or on our HR Information system.