



Kehelland Trust Privacy Notice

Purpose

The Data Protection Act 2018 sets out in UK law the legal framework with which education settings and local authorities must comply when they process personal data.

The information you provide to Kehelland Trust is controlled by Kehelland Trust, Kehelland, Camborne TR14 0DD. Data Protection Registration Number: ZA266378.

Providing accessible information to individuals about the use of their personal information (data) is a key element of their right to transparency as set out in the UK General Data Protection Regulation (UK GDPR). Data Controllers and Data Processors are responsible for providing this information and all education settings and local authorities are classed as data controllers and may also be data processors in their own right and, as such, they have a duty to inform service users, learners, staff and parents/ carers (known as Data Subjects) on how they process the data that is within their control.

Kehelland Trust is committed to protecting and respecting your privacy. We aim to be as transparent as possible to fully explain how your personal data is held and processed.

This Privacy Notice explains when and why we collect personal information about people who engage or come into contact with us and how we collect, use and share your information, and how we keep it secure.

Scope

The following people may be affected by this policy:

1. All staff and volunteers
2. All service users and learners
3. Family members/ carers/ advocates
4. Customers
5. External commissioners/ health professionals
6. Relevant External Consultants
7. The Local Authority and NHS.

A summary and consent form are given to staff and volunteers at induction. An easy read summary and consent form are given to service users/ learners when they start with us.



Privacy Notice for Service Users and Learners

The categories of information that we process include:

- personal identifiers and contacts (such as name, unique learner number, contact details and address).
- characteristics (such as ethnicity, gender and language).
- safeguarding information.
- special educational needs (including the needs and level).
- medical and administration (such as doctors information, general health, dental health, allergies, medication and dietary requirements).

- special educational needs (including any medical conditions).
- medical and administration (such as doctors information, general health, dental health, allergies, medication and dietary requirements).
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended).
- assessment and attainment (such as previous results at secondary school, post 16 courses enrolled for and any relevant results).
- behavioural information (such as exclusions and any relevant alternative provision put in place).
- financial details for purposes of receiving or making payments.

This list is not exhaustive.

Why we collect and use service user/ learner information

Service user/ learner data is essential for the Trust's operational use. Whilst the majority of the information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will let you know whether you are required to provide certain information to us or if you have a choice in this.

We collect and use service user/ learner information for the following purposes:

- to ensure that we provide the right support.
- To monitor and report on attendance and progress.
- To assess the quality of our services.
- To keep service users and learners safe.
- To meet the statutory duties placed upon us by Cornwall Adult Education and Cornwall Council.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing service user/ learner information are:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller under Art6 (1)(e) UK GDPR
- where we have a statutory obligation to process your personal data, our lawful basis is defined by Art 6(1)(c) UK GDPR.

The legislation which underpins our involvement with individuals includes, but is not limited to, the following:

- Care Act 2014
- Health and Social Care Act 2012
- Safeguarding Vulnerable Groups Act 2006
- Mental Health Act 1983
- Mental Capacity Act 2005
- Health and Care Act 2022

For special category data, which is more sensitive information, we rely on the following:

Processing is necessary for the provision of health or social care or treatment or the management of health or social care systems and services under Art9(2)(h) of the UK GDPR.

We collect this information from:

- Documents shared with us by Cornwall Adult Education and Cornwall Council (Care and Support Plans) and previous service providers.
- Forms we ask you to complete when you start with us.
- Other information given to us by parents/ carers.

Storing service user/ learner data

We hold this data securely for the set amount of time shown in our Data Protection Policy. Please also refer to this policy for more details on how we keep your information safe.

Who we share service user/ learner information with

We routinely share this information with:

- Cornwall Council and Cornwall Adult Education.
- Other services/ education settings that you go to after leaving us.
- External professionals such as NHS, social workers, careers services and other support services.

Please refer to our Data Protection Policy for details on how we share information.

Requesting access to your personal data

Under data protection legislation, service users/ learners, parents/ carers have the right to request access to information about the data that we hold.

You also have the right to:

Under data protection legislation, service users/ learners, parents/ carers have the right to request access to information about the data that we hold.

You also have the right to:

- to ask us for access to information about you that we hold.
- to have your personal data rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For details on how to make a request for your personal information please refer to our Data Protection Policy.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Anthea Hedge on 01209 613153 or anthea.hedge@kehellandtrust.org.uk.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>



**Kehelland
Trust**

Privacy Notice for Staff and Volunteers

The categories of information that we process include:

These include:

- personal information (such as name, address, national insurance number).
- characteristics information (such as gender, age, ethnic group).
- contract information (such as start date, hours worked, post, roles and salary information).
- work absence information (such as number of absences and reasons).
- qualifications (and, where relevant, subjects taught).
- financial details for purposes of receiving or making payments.

This list is not exhaustive.

Why we collect and use staff/ volunteer information

Staff/ volunteer data is essential for the Trust's operational use. Whilst the majority of the information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will let you know whether you are required to provide certain information to us or if you have a choice in this.

We collect and use staff/ volunteer information for the following purposes:

- to enable the development of a comprehensive picture of the workforce and how it is deployed.
- to inform the development of recruitment and retention policies.
- to comply with the Health and Safety at Work Act 1974.
- to enable individuals to be paid.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing staff/ volunteer information are:

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing staff/ volunteer information are:

- Contract
- Legal obligation
- Legitimate interest
- Vital interest

In addition, concerning any special category data under the UK GDPR - Article 9:

- Employment
- Vital interests

We collect this information from:

- your application form.
- Your health questionnaire.
- Your personal profile form.
- Your payroll form.
- Your contract of employment.

Storing staff/ volunteer data

We hold this data securely for the set amount of time shown in our Data Protection Policy. Please also refer to this policy for more details on how we keep your information safe.

Who we share staff/ volunteer information with

We routinely share this information with:

- Cornwall Council and Cornwall Adult Education.
- Our external payroll company.
- Our external HR consultant.
- Our external occupational health provider.
- Other employers to whom you have given permission to ask us for a reference.

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

Please refer to our Data Protection Policy for details on how we share information.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about the that we hold.

You also have the right to:

- to ask us for access to information about you that we hold.
- to have your personal data rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For details on how to make a request for your personal information please refer to our Data Protection Policy.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Anthea Hedge on 01209 613153 or anthea.hedge@kehellandtrust.org.uk.

If you have a concern or complaint about the way we are collecting or using your personal data

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>



**Kehelland
Trust**

Privacy Notice for Customers

The categories of information that we process include:

These include:

- personal information (such as name, employee or teacher number, national insurance number).
- characteristics information (such as gender, age, ethnic group).
- financial details for purposes of receiving or making payments.

This list is not exhaustive.

Why we collect and use customer information

Customer data is essential for the Trust's operational use. Whilst the majority of the information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will let you know whether you are required to provide certain information to us or if you have a choice in this.

We collect and use customer information for the following purposes:

- to enable the delivery of goods if applicable.
- to inform the development of new products, events and services.
- to enable payments to be processed.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing customer information are:

- Contract
- Legal obligation
- Legitimate interest
- Vital interest

In addition, concerning any special category data under the UK GDPR - Article 9:

- Vital interests

We collect this information from:

- your customer enquiry form.
- Your payment details e.g. bank card.

Storing customer data

We hold this data securely for the set amount of time shown in our Data Protection Policy. Please also refer to this policy for more details on how we keep your information safe.

Who we share customer information with

We will not share any customer data outside of this organisation.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about the that we hold.

You also have the right to:

- to ask us for access to information about you that we hold.

You also have the right to:

- to ask us for access to information about you that we hold.
- to have your personal data rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For details on how to make a request for your personal information please refer to our Data Protection Policy.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Anthea Hedge on 01209 613153 or anthea.hedge@kehellandtrust.org.uk.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>