

North Star Community Trust facilitates the agencies and course providers which we have identified to deliver our outreach programmes and courses.

## Categories of personal data

In order to keep a basic register of attendees we may keep some basic details which will also be used for contact

- name
- address
- email address
- telephone number(s)

We also ask for some equalities information in order to monitor demographic uptake which enables us to shape future courses and secure further funding

- age
- ethnicity
- sex (male / female)
- spoken language

We also record whether or not an attendee is a parent of a child who attends one of our academies

## How information is used

Contact information is used for registers, to monitor who has attended a course and for safeguarding and security purposes. We may also contact participants with information about forthcoming outreach services (in line with Privacy and Electronic Communications (EC Directive) Regulations 2003)

Equalities and the demographic of attendees is processed only to monitor which courses are working well, to help shape future courses and secure further funding. Any further use will be fully anonymous.

If an attendee is a parent of a pupil in one of our academies we will observe if the pupil's attainment is improved by their participation on one of our '*attainment related courses*'. This helps demonstrate the effectiveness of our outreach courses and again helps secure further funding.

Pupils whose parents attend a community outreach course will not be treated any differently. More information about schools use of pupil data can be found in the document entitled '*Privacy notice | Academy pupils and parents*' found in the data protection section of the policies page on the school website.

Whilst we may pass them anonymous statistics or names for certificates (for accredited courses), we do not pass any other personal information on to the trainers' / course providers without your consent.

Should a trainer / course provider require any additional details they will ask participants directly and, in line with UK GDPR and the Data Protection Act 2018, they have a duty to ask your consent, inform you why they need this information, how it will be used and both when and how it will be deleted. They must also inform you if they plan to share it with any third party.

## Where information is stored

Details will be initially collected on paper forms which will be electronically scanned and the content added to our registers / monitoring spreadsheets. Both are held on our secure cloud network accessible only the outreach team's encrypted, password protected lap tops.

## How long information is kept

Paper forms are destroyed as soon as they are electronically scanned. Personal data will be processed whilst the attendee continues to engage with our community outreach services and may be retained for contact purposes no longer than 3 years from their last engagement with us after which point it will be securely and permanently deleted. Equalities information may be kept longer in order to measure trends but it will be fully anonymised for this purpose.

## The lawful basis under which we use information

The UK General Data Protection Regulation (GDPR) requires us to document the conditions that allow the processing of personal data. For the purpose of facilitating our community outreach courses and programmes, the articles are primarily: -

- **GDPR Article 6(1)(b)**  
processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- **GDPR Article 6(1)(f)**  
processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- **GDPR Article 9(2)(a)**  
processing the data subject has given explicit consent to the processing of those personal data for one or more specific purposes;

## Right to request access to personal data

Participants have the right to request a copy of the personal information we hold about them. This is known as a '*subject access request*' and this process is fully explained in our [Data Protection Policy](#) found in the data protection section of the policies page on the school website.

Please see the 'contacts' section below.

## Other rights of individuals

In addition to above participants have certain [data protection rights](#). They have the right to: -

- have their personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing

- restrict our processing of their personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific / historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on them

These rights are further explained in our [Data Protection Policy](#) found in the data protection section of the polices page on the school website.

Please see the 'contacts' section below.

## Contacts

If anyone wishes to discuss anything in this privacy notice, has any concerns about how we are collecting or using their personal data or wishes to make a subject access request, you can contact us directly.

You can contact a member of the community outreach team directly or email them at: - [community@northstartrust.org.uk](mailto:community@northstartrust.org.uk)

Alternatively you can email our Data Protection Manager at: - [information.access@northstartrust.org.uk](mailto:information.access@northstartrust.org.uk)

The information commissioner can be contacted at:- <https://ico.org.uk/>

Rights of individuals are further explained at: - <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/>