

## **Jurassic Maths - PRIVACY POLICY -**

### **Who are we ?**

The Jurassic Maths Hub is part of The Woodroffe School, which is the lead school registered for the Jurassic Maths Hub and is therefore the data processor for the personal data processed as part of the Maths Hubs programme.

Our office is: The Woodroffe School, Uplyme Road, Lyme Regis, Dorset DT7 3LX.

### **What information do we collect about you?**

The Jurassic Maths Hub collects, stores and processes data to fulfil the obligations of its contractual agreement with the Department of Education. Data is only collected where relevant to the Maths Hub and may include:

- Name (including previous names)
- Contact information such as email address and phone number.
- School name and unique reference number (URN)
- Teacher Reference Number (TRN).

Our work, on behalf of the Department for Education, requires us to monitor and analyse the data that we hold. Data and Evaluation results are regularly shared between the Maths Hub, NCETM and the Department for Education.

### **What is the legal basis for processing your personal data?**

Specific consent from individual teachers to the data we are collecting is not always needed as there is a legal basis for processing the data. The work of the Maths Hubs is being carried out within the framework of two contracts:

1. The Department for Education's Grant Agreements with the lead school.
2. The Department for Education's contract with Tribal Education Ltd to operate the NCETM.

There is a therefore a contractual basis for processing this data, both by the hubs and the NCETM. This applies particularly for teachers signed up to participate in Work Groups where the data is processed under legitimate interest. For all other teachers, specific consent will be sought and recorded.

Jurassic Maths Hub complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. All personal data is kept on password protected central IT systems and devices.

## **Who sees your information?**

Jurassic Maths Hub considers the delegate's email address to be confidential information and as such shall only be seen by Jurassic Maths Hub and other individuals nominated by them (ie. Work Group Leads). In all other cases, data is only shared on a strict need-to-know basis. We use your personal data for the following purposes:

- To correspond with you about any Work Group you have registered for, including keeping you updated with relevant information such as timings and locations.
- To keep you updated with the news from the Jurassic Maths Hub.
- To send you information on CPD opportunities offered by Maths Hubs.
- To enable the lead school to carry out specific functions for which they are responsible.
- To evaluate and assess performance of Maths Hub projects –
- To derive anonymised statistics which inform programme funding and strategic decisions about Maths Hubs and Teaching for Mastery within DfE, National Centre for Excellence in the Teaching of Mathematics (NCETM) and the Maths Hub Lead School.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Sharing your personal data**

Your personal data will be treated as confidential. Jurassic Maths Hub will not share your information for marketing purposes with anyone else unless obliged by law. You have a right at any time to stop us from contacting you. You will always have the opportunity to unsubscribe on receipt of an email at any time by clicking on 'unsubscribe' or by contacting the Hub directly.

## **YOUR RIGHTS**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Jurassic Maths Hub holds about you.
- The right to request that the Jurassic Maths Hub corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for the Jurassic Maths Hub to retain such data.
- The right to withdraw your consent to the processing at any time.

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

Under data protection legislation you have the right to request access to information we hold about you. To make a request for your personal information we hold about you please get in touch using the details below. If we do hold information about you, we will:

- Give you a description of it.
- Inform you why we are holding it.
- Tell you who it could be shared with.
- Provide you with a copy of it.

### **Changes to our Data Privacy Notice**

We keep our privacy policy under regular review, and we will place any updates on this web page.

### **Contact Details and Complaints Procedure**

If you have any questions, would like to make a subject access request, need further information about our privacy practices, or would like to let us know that your details require updating, please contact us at [jurassicmaths@woodroffe.dorset.sch.uk](mailto:jurassicmaths@woodroffe.dorset.sch.uk) .

Any queries or complaints please in the first instance email us at [jurassicmaths@woodroffe.dorset.sch.uk](mailto:jurassicmaths@woodroffe.dorset.sch.uk). Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.