



# DATA PROTECTION POLICY

This is a Category 1 Policy (Full Delegation)

This policy is in force until further notice from:	November 2023
This policy must be reviewed by:	November 2024
Policy Author(s):	Shamita Kumar
Date policy reviewed by Compliance & Governance Officer:	October 2023
Date compliance with GDPR assured:	October 2023
Location of publication of policy:	The Trust Website/ Governor Hub/ Internal Records & Intranet
<p>By whom this policy must be approved by</p> <p>PEOPLE, COMPLIANCE AND GOVERNANCE COMMITTEE</p> <p>Such approval was given on:</p>	<p>Audit &amp; Risk Committee on behalf of the Trust Board</p> <p>November 2023</p>

# DATA PROTECTION POLICY

## INTRODUCTION

1. This is the Data Protection Policy of Avanti Schools Trust Trust .
2. We are committed to processing Personal Information fairly and lawfully in accordance with the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (GDPR) which came into force on 25 May 2018) and any other related legislation which protects Personal Information. It is necessary for the Trust to process Personal Information about its staff, pupils, parent(s) / guardian(s) and other individuals who it may come into contact with. In doing so, we recognise that the correct and lawful treatment of Personal Information is critical to maintaining the confidence of those connected with the Trust.

## DATA PROTECTION POLICY

Special Educational Needs requirements or photographs.

5.3 Privacy Notices are documents provided to data subjects which explain, in simple language, what information we collect about them, why we collect it and why it is lawful to do so. They also provide other important information which we are required to provide under data protection laws.



## DATA PROTECTION POLICY

12. The GDPR requires certain organisations, including the Trust (as a data controller) to appoint a Data Protection Officer (DPO) who must be independent of the organisation. Our appointed DPO who fulfils these requirements is HY Education, who can be contacted by telephone on 0161 543 8884 or email at [DPO@wearehy.com](mailto:DPO@wearehy.com)

13. The DPO will carry out a number of important tasks which will include:

- (a) monitoring compliance with data protection laws and our data protection policies, including managing internal data protection activities; raising awareness of data protection issues, providing training materials and conducting internal audits.
- (b) advising on, and monitoring, data protection impact assessments.
- (c) cooperating and being the first point of contact for the supervisory authority.

## DATA PROTECTION POLICY

risk to the rights and freedoms of Data Subjects.

### OVERSIGHT GROUP

16. The Trust will have in place a Data Protection oversight group consisting of the DPO and members of the Trust who have key data protection duties. The Overs(P)-275(a)403tw.DPO



## DATA PROTECTION POLICY

privacy information will be made available both on our website and be available in hard copy on request. We will ensure that privacy information is set out in a way which is clear and in plain language



