



Privacy Notice

Welcome to ATLAS Multi Academy Trust's Privacy Notice. We respect your privacy and we are committed to protecting your personal data and the personal data of the children that attend our schools.

This privacy statement aims to give you information on how the Trust collects and processes personal data via our websites, including how such information will be used, how we determine for how long we keep it and what your related rights are.

ATLAS Multi Academy Trust (registered company number 07719076). Our registered office and address for correspondence is at St Albans Girls' School, Sandridgebury Lane, St Albans, Herts, AL3 6DB. As at 18 July 2019 we operate the following academies: St Albans Girls' School, The Adeyfield Academy and Beech Hyde Primary and Nursery School.

We are committed to ensuring that all personal information we hold is treated properly and in accordance with applicable data protection legislation. We are registered as a data controller with the Information Commissioner's Office and our registration number is ZA490342. In accordance with applicable data protection legislation, we are required to explain to you how we will treat any personal data which we collect about you.

This Statement applies to anybody who submits information to us via any of our websites:

www.atlasmat.co.uk

www.stags.herts.sch.uk

www.beechhyde.herts.sch.uk

www.adeyfield.herts.sch.uk

You have the right to lodge a complaint with the Information Commissioner's Office if you have any concerns with regard to the way in which we process your personal information. We would however appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Please note that if you apply to any of the trusts Sixth Form's, we will collect additional information from you in connection with your application. Such information will be processed in accordance with our related Data Protection Statement.

You warrant that any information you supply to us is accurate and up to date (whether or not the information is about you), that you will inform us if any information that we hold about you requires updating, and that if you submit a third

party's details to us (including but not limited to via any of our websites) you have that third party's permission or another legal justification for doing so.

What information do we collect and how do we use it?

It is possible to visit and browse some sections of our websites without being required to tell us who you are or reveal any information about you.

We may collect information from you when you interact with any of our websites or when you correspond with us by telephone, email or otherwise. This may include your name, contact details and information connected with any related enquiry. We may use this information where necessary for our legitimate interests (so long as our interests are not overridden by the impact on you), for example in responding to any related enquiry.

We may also collect information about where you are on the internet (e.g. the URL you came from, IP address and domain names like .co.uk and .com), your browser type, the country where your computer is located, the parts of our websites that were viewed during your visit and any search terms that you entered on any of our websites. We may collect this information even if you do not submit any information to us using any of our websites, and will use it for our legitimate interests in administering and improving our websites, for internal operations (including troubleshooting, analysis of how our websites are used, testing, research and statistical purposes) and as part of our efforts to keep our websites safe and secure.

To whom may we disclose information?

We may disclose information relating to you:

With third parties who are directly involved in dealing with any request, enquiry, complaint or other correspondence submitted by you which the information is relevant to;

With third parties who are providing us with professional advice which the information is relevant to where necessary for our legitimate interests and permitted by law;

Where we are legally required to do so;

In connection with criminal investigations, legal proceedings or prospective legal proceedings which the information is relevant to where necessary for the related legitimate interests of us or a third party and permitted by law;

In order to establish, exercise or defend our legal rights where necessary for our legitimate interests and permitted by law; and

Where we have stated or informed you otherwise.

Your rights

You have a legal right to see a copy of the personal information that we keep about you and to require us to correct any inaccuracies, subject to certain exemptions. In some circumstances you may also have the right to:

- (a) request that we erase any personal information held about you;
- (b) restrict our processing of your personal information (for example to ask to suspend the processing of personal information to establish its accuracy or the reasons for processing it);
- (c) data portability (i.e. to request the transfer of personal information to a third party); and
- (d) object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) or the processing is carried out on the basis that it is necessary for the performance of a task in the public interest.

Requests in respect of the above should be made in writing to the Data Protection Officer, ATLAS Multi Academy Trust, c/o St Albans Girls' School, Sandridgebury Lane, St Albans, Herts, AL3 6DB or via email at atlas@stags.herts.sch.uk. Please contact the same address if you have any reason to believe that information we hold about you is inaccurate. We will respond to your request as soon as possible and, in any event, within one month from the date of receiving the request. Please note that we may, where legally permitted, reject any such request or limit the scope of our response (e.g. if, in the circumstances, the right does not apply to you).

In accordance with applicable data protection legislation, we follow security procedures in the storage and disclosure of your information. We may therefore request proof of your identity and rights before complying with any request of a nature described in the section above.

You will not generally have to pay a fee to exercise any of your rights. However, we may charge a reasonable fee if you make a request to see a copy of your personal information which is clearly unfounded or excessive. Alternatively we may refuse to comply with your request in such circumstances.

Security and Retention

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to such personal information to those employees, agents, contractors and other third parties who have a valid need to know that information. However, the internet is global and no data transmitted via the internet can be guaranteed by us to be completely secure during transmission. We cannot guarantee the security of any information that you disclose online and we will not be responsible for any breach of security unless due to our negligence or wilful default. It is possible that the information that you provide to us will be

temporarily transferred via a route outside the European Economic Area as it passes between us.

We have put in place procedures to deal with any suspected data security breach and will notify you and/or any applicable regulator of a suspected breach where we are legally required to do so.

Information submitted via any of our websites for a purpose described in this Statement will be retained for a reasonable period having regard to the relevant purpose for the information being used, following which it will be securely destroyed.

Whilst taking into consideration our legal obligations, we will on an ongoing basis: review the length of time that we retain personal data; consider the purpose or purposes for which we hold the personal data in deciding whether (and for how long) to retain it; securely delete personal data that is no longer needed for such purpose or purposes; and update, archive or securely delete information if it goes out of date.

How will you know if we make any changes to this Statement?

This Statement does not form part of any contract.

We may amend this Statement at any time. If we make any changes to the way in which we use information submitted to any of our websites we will post a related update on each of our websites' home page.

What about third party websites?

Our websites may contain links to other websites which are outside our control and are not covered by this Statement. If you access other websites using the links provided the operators of those websites may collect personal data from you which will be used in accordance with their respective privacy policies which you should read. We are not liable for the practices of such third party website operators in respect of your personal information.

You acknowledge that any information using any of our social media facilities (such as any of our academies' Facebook, Twitter or YouTube pages) will be viewable by anybody that visits those facilities and that such information is also subject to the relevant provider's privacy policy. You are advised to consult each such privacy policy to see how they will use your data.

Contact

If you have any questions about this Statement or our use of personal information, please contact our Data Protection Officer, ATLAS Multi Academy Trust, c/o St Albans Girls' School, Sandridgebury Lane, St Albans, Herts, AL3 6DB or via email at atlas@stags.herts.sch.uk.

General browsing of our websites: Cookies

To make our websites simpler to use, we sometimes place small data files on your computer, these are known as cookies. These cookies aim to improve your experience of our websites by:

- Remembering settings, so you don't have to keep re-entering them whenever you visit a new page.
- Measuring how you use the website so we can make sure it meets your needs and improve it as required. We use anonymous traffic log statistics to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes.
- Our cookies aren't used to identify you personally. They aim to make our sites work better for you. You can manage and/or delete these small files as you wish. If you would like to learn more about cookies and how to manage them, you can visit AboutCookies.org.
- Some third party services are occasionally used to improve the user experience on our websites. A list of the current third party services and a link to their respective privacy policy pages can be found below. When you navigate away from our websites via one of these services you will need to refer to the site specific privacy policies listed below:

[E4Education](#)

[Google Analytics](#)

[Google Maps](#)

[YouTube](#)

[Vimeo](#)

[Twitter](#)

User interaction:

In specific circumstances where you may wish to either send us information or request support or services we may need to collect further information from you. At these times (where possible) it will be made explicit that you are interacting with our websites in this way. Types of information may include:-

- Contact Details
- Demographic information such as postcode, preferences and interests.
- Other information relevant to surveys and/or stakeholder engagement.

The information collected could be used to:

- Improve our services to you
- Undertake stakeholder engagement
- Send information that you have requested to you.

However, we will not contact you unless you have specifically requested that we do so, and we will not share information about you to anyone outside ATLAS without your consent unless the law or our internal policies allow us to do so.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to follow up questions or issues you have submitted in relation to a stakeholder engagement process or service improvement.

You may request details of personal information which we hold about you under the Data Protection Act 1998.

If you believe that any information we are holding on you is incorrect or incomplete, please write or email us as soon as possible, at ATLAS, Sandridgebury Lane, St Albans, Hertfordshire, AL3 6DB email: atlas@stags.herts.sch.uk

We will promptly correct any information found to be incorrect.