

# Ormiston Academies Trust

## Competitions Privacy Notice

This privacy notice has been written to inform entrants to a competition run by Ormiston Academies Trust (OAT) about how and why we process their personal data.

### Who are we?

Ormiston Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Alexandra Coughlan to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. The contact details are:

[dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk)

Unit G.05B  
Assay Studios  
141 Newhall Street  
Birmingham  
B3 1SF

### What information do we collect and why do we require it?

The categories of information that we collect, hold and share include the following:

- Your name
- Your email address
- Your job role (teaching staff, non-teaching staff, school alumni, parent, other.. if so what your connection with the school is)
- What school you are associated with
- The name of the person you have referred to apply for Ormiston Teacher Training
- Their email address

We use the information we collect for the purposes of managing and administering the competition, including notifying you if you are a winner. This information will be crosschecked against the information on the gov.uk portal

### Who do we obtain your information from?

We will obtain your information directly from you

## Who do we share your personal data with?

We will not share your personal data with anyone outside of the trust

## Do you transfer my data outside of the UK?

Some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

## How long do we keep your personal data for?

We will keep your data for as long as is necessary for the purposes of administering the competition. This is expected to be completed by 09 July 2024.

## What is our lawful basis for processing your personal data?

Any personal data that we process about you for this purpose is done so in accordance with Article 6 of UK GDPR:

Our legal basis for processing your personal data in line with Article 6(1)(f) of the UK GDPR – the processing is necessary for the trust to administer the competition, to ensure that the competition is run fairly and to contact the competition winners.

## What rights do you have over your data?

Under UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed
- rights relating to automated decision making and profiling

You can exercise any of these rights by contacting: [dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk).

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow Cheshire  
SK9 5AF

[casework@ico.org.uk](mailto:casework@ico.org.uk) | 0303 123 1113