

# Privacy Notice for Maths Excellence Fund – East Maths Community

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Policy Owner:

DPO

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Approved by:

Trust Board

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Last reviewed:

April 2024

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Next review due by:

April 2026

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**This privacy notice is to help you understand what information we collect about you and what we do with it. It's really important for us to keep information about you safe. This policy explains how we do that.**

**We call information about you 'personal data' or 'personal information.'**

### **Who is this information for?**

This information applies to the schools, and specifically the pupils and staff at those schools, who are involved in the Maths Excellence Fund project, led by the Inspiration Trust.

### **Who are we?**

Inspiration Trust is a Data Controller. This means the Trust is the organisation which is in charge of your personal information for the purposes of this project. Inspiration Trust takes its responsibilities towards data protection seriously, and we want to reassure you that any information about you that is shared with or collected by Inspiration Trust will be handled appropriately.

### **How to get in touch with us**

If you want to contact us about your personal information, the best person to contact is called the Data Protection Officer.

You can email them using the email address: [dpo@inspirationtrust.org](mailto:dpo@inspirationtrust.org)

You can also send them a letter by post. The address is: Data Protection Officer, Inspiration Trust, 28 Bethel Street, Norwich, NR2 1NR.

### **What sort of information might we collect about you?**

We collect and use a variety of different information about you to meet the requirements of the project

Here is a list of the types of personal information and special category personal data that we collect about you

#### **PUPILS**

- Your name, your school, your gender, your telephone numbers, your pupil number;
- Your date of birth;
- Information about how often you attend school, attendance %;
- Assessment and exam information such as your grades and marks;
- Your year group and class information for mathematics, i.e., which set you are in, if applicable.

- Information about whether you have free school meals and whether your school receives extra money for you known as the pupil premium, and for pupils in post 16 education if you are in receipt of any bursary;
- Information about whether you have any Special Educational Needs (SEN), or if English is not your first language
- For the purposes of this project, we don't require any data that would be considered as 'special category data'.

## **STAFF**

- Your name, the school you work at.
- Information about training sessions you attend and sessions you deliver as part of this project.
- For the purposes of this project, we don't require any data that would be considered as 'special category data'.

## **Where do we get your information from?**

The information we hold about you will come from your School and the information they hold on their management information system which they will have collected in accordance with their own privacy policies.

## **Why do we need information about you and other pupils?**

The Inspiration Trust needs information about pupils and staff involved in the maths excellence fund project, in order to meet the requirements of the project.

Data Protection law says the Inspiration Trust needs a valid legal reason to use your personal information. The main legal reasons are to enable us to comply with laws and to carry out the task of providing children with an education which is in everyone's interests.

**Legal Reason:** The Trust needs to use your personal information because it has a task to do that is in the public interest as outlined in **Article 6 (1) (e)** of the UK GDPR. That means it has a job to do that is in everyone's interest, for example:

- It is necessary for us to hold and use your information in order to run this outreach project, in accordance with the requirements of the project. This is a task which is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use your information.

## **Do we need your consent to use your personal information?**

In most cases, we won't need your consent to use your personal information. However, if we needed to amend our processing activities to include anything that would require consent, we would inform you of this prior to any processing taking place.

## Who else has Access to your Personal Information?

As part of the maths excellence fund project, we are required to share the information we hold with some other organisations who are working in conjunction with us on this project. We will never share your information with anyone inside or outside of the Trust unless it is a requirement to fulfil the project. Listed below are the organisations we work with as part of the project whom we would need to share data with that would also act as joint data controllers.

- **The University of East Anglia (UEA)** – who we are working in partnership with on this project.

When we share data in this way, these organisations will exercise control over how your information will be used and have an obligation to tell you how they will use your personal information. We advise you to look at their privacy notices/policies which can be found on the following link <https://www.uea.ac.uk/about/university-information/statutory-and-legal/data-protection#outreach-activity>. If you require any assistance with this, please contact us at [dpo@inspirationtrust.org](mailto:dpo@inspirationtrust.org)

We will also share your information with the following.

- **The National Foundation for Educational Research (NFER)** – Independent evaluators of the project and at their privacy notices/policies which can be found on the following link <https://www.nfer.ac.uk/for-schools/participate-in-research/participate-in-research-projects/evaluation-of-the-maths-excellence-fund/>
- **Higher Education Access Tracker (HEAT)** – Database the UEA use to record and report on delivery.

## Transferring your Personal Information to other Countries

Your information will stay here in the UK.

## How long we keep your information

Your information is securely stored. We store all information in a cloud-based system. Access to your data is restricted, with limited staff having access. Furthermore, where possible additional security methods are implemented, such as two-factor authentication. We only keep your personal data only as long as is necessary for the purpose(s) for which it was collected, i.e. the maths excellence fund project. The project itself runs for 5 years and the first cohort of y7 pupils will be tracked until they progress to Higher Education in the year 2030-2031. It is anticipated that HEAT will retain the information on individuals for longitudinal tracking until a pupil is 30 years of age.

## Changes to our Privacy Notice

We will update and change this Privacy Notice from time to time to keep it up to date and accurate. So, please check back to look for changes. If we make a big change then we will let you or your parent or carer know by email.

## Your data protection legal rights

The law says you have these legal rights about your personal information:

- **Your right of access to your information**

- You can ask us for a copy of your personal information. This right always applies. There are some exceptions which means you may not always be entitled to a copy of all of your personal information that we hold.
- **Your right to rectification**
  - You can ask us to correct any information we have about you if you think it is wrong. You can also ask us complete information if you think it's incomplete. This legal right always applies.
- **Your right of erasure**
  - You can ask us to erase information about you in some circumstances although we may have good reasons why we cannot do this.
- **Your right to restrict our use of your information**
  - You can ask us to limit what we are doing with your information. This right only applies in certain circumstances.
- **Your right to object**
  - You can object to what we are doing with your information. This right only applies in certain circumstances.
- **Your right to data portability**
  - You can ask us to transfer your information to another organisation in a format that makes it easy for them to use. This right only applies in certain circumstances.

If you want to exercise your legal rights, please contact our Data Protection Officer. Their contact details can be found in the section "How to get in touch with us". You don't have to pay any money to exercise your legal rights. In most cases we have one month to respond to you.

You can find out more information about your legal rights in our Data Protection Policy. This can be found on our website.

### **Your right to complain**

The Trust has high standards when it comes to your personal information. If we fail to meet those standards please contact our Data Protection Officer at [dpo@inspirationtrust.org](mailto:dpo@inspirationtrust.org) or write to us. Our address is in the section called: "How to get in touch with us".

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.