



SOUTHPORT LEARNING TOWN **(operating as Southport A Learning Town)**

Privacy notice for Volunteers and Contractors

This privacy notice tells you what to expect us to do with your personal information when you work for us. It is based on a template provided by the Information Commissioner's Office. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website <https://www.ico.org.uk>

1. Contact details

Email: treasurer.southportlearningtown@gmail.com

2. What information we collect and use, and why

We may collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (e.g. name, address, telephone number or personal email address)

3. Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information (see ICO website for more information). Which lawful basis we rely on may affect your data protection rights which are set out in brief below.:

3a. Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - Southport Learning Town is a collaboration of organisations, each of which agrees to the collection of contact information for the purposes of management, administration and the provision of information about the activities of the collaboration. Information is also collected when the organisation enters into contractual agreements in order to fulfil its objectives.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

3b. Your data protection rights

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

4. Where we get personal information from

We may collect your information from the following places:

- Directly from you
- Schools, colleges, universities or other education organisations

5. How long we keep information

Information will be stored securely for 3 years.

6. Who we share information with

In some circumstances, we may share information with the following organisations:

- Professional consultants

7. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>