

Privacy Notice

Website

Visitors may access our website without providing any personal data at all. However, to use all features and functions available, you may be required to submit or allow for the collection of certain data.

Under UK GDPR Data Protection legislation, you have a right to be informed about how we use such personal data. This Privacy Notice explains how we collect and use your data, and your rights under the law.

The Information we collect and hold

Depending upon your use of our website, we may collect some or all of the following personal data:

- Name
- Address
- Email address
- Telephone number
- A copy of your message when received through a contact form
- Demographic information, preferences and interests
- IP address
- Web browser type and version
- Operating system
- A list of URLs starting with a referring site, your activity on our Site, and the site you exit to.

You will be deemed to have accepted the terms of the Privacy Policy on your first use of our website.

Our website may place and access certain first-party Cookies on your computer or device. For full information please refer to our Cookies Policy on our website.

Why we collect and use this information

SAND Academies Trust uses your data to:

- Provide and manage your access to our website;
- Communicate with you. This may include responding to emails or calls from you.
- Supply you with information by email that you have opted-in to (you may unsubscribe or opt-out at any time).
- Analyse your use of our website to enable us to continually improve our site and your user experience.

The lawful basis on which we collect and use your information

The Trust only collects and uses your personal data where the law allows. The legal parameters are set out in Article 6 of the UK GDPR – the lawfulness of processing.

This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it.

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, please note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information you provide while visiting such sites, as they are not covered by this Privacy Notice.

Your Rights

Under Data Protection legislation, you have the right to:

- Be informed about the collection and use of your personal data - *'the right to be informed'*.
- Ask for copies of the personal information we hold about you - *'the right of access'* or *'Subject Access Request'*. There will be a charge associated with this.
- Ask us to change any information you think is not accurate or complete - *'the right to rectification'*.
- Ask us to delete your personal information - *'the right to erasure'*.
- Ask us to stop using your information - *'the right to restriction of processing'*.
- Request a copy of your data to re-use with another service or business, known as *'the right to data portability'*.
- Object to the processing of your information in certain circumstances

In addition to your rights under the GDPR, when you submit personal data via our website, you may be given options to restrict our use of your data.

Storing your data, and how long we keep it

The Trust holds data securely for the set amount of time shown in our Data Protection Policy:

[Data-Protection-Policy-October-2023.pdf \(sandmat.uk\)](#). This document explains where your data is held, and the high level of security arrangements in place:

- All information is stored in systems that have the appropriate security levels for the data we process, and is access controlled.
- Appropriate encryption technology is used when backing-up data.
- Password protected systems and devices are encrypted as appropriate.

Who your data may be shared with

Our website services are supplied by Athena Web Designs, who may require access to some or all of your personal data held by SAND Academies Trust in order to deliver their contracted services.

When/If your personal data is shared, we take steps to ensure that it is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

Should we transfer personal information to a country or territory outside the European Economic Area, we do so in accordance with data protection law.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

To make a complaint

SAND Academies Trust takes very seriously any complaints about our collection and use of personal information.

If you believe that our collection, processing and use of your data is unfair, misleading, or inappropriate – or if you have any other concern about data protection – please raise this with us in the first instance by email.

You are also able to lodge a complaint with the Information Commissioner’s Officer:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Privacy Policy Update

We may need to update this Privacy Notice periodically, so we recommend that you revisit this information from time to time. This version was last updated September 2024.

This Privacy Notice is reviewed annually, or when any significant changes are made.