



Transform Trust Privacy and Cookies

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011	DPO	V1 September 2024	Bi-annual

Privacy

Why do we need your information?

Transform Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the Trust/school, or those otherwise contracted to work at the Trust/school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academies Funding Agreement
- Academy's legal framework
- Keeping Children Safe in Education
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 regulations") and obligations under the Childcare Act 2006 in schools.

We use workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Improve the management of workforce data across the sector.
- Inform the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enable individuals to be paid.
- Enable monitoring of selected protected characteristics.
- Supporting the work of the school teachers' review body.

When do we share your information?

We will not share your personal information with any third parties without your consent, unless the law requires us to do so. The Trust/school routinely shares employees' information with:

- Transform Trust.
- DfE – workforce returns.
- Nottinghamshire and Derbyshire CC Pension departments.
- Teachers Pensions departments.
- Providers of Childcare Voucher schemes.
- Dataplan by IRIS.
- Occupational Health/The National Health Service/GPs.
- Unions – anonymised information.
- Vivup and Health Assured– employee benefits scheme (personal email account only).

- Fusion Group (SAMPeople)- HR system for personnel information, absence management, payroll data, performance management, case management including recording allegations and low-level concerns, single central record.

Controlling Your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for a box that you can tick to indicate that you do not want your information to be used for direct marketing.
- If you have previously agreed to us using your personal information for direct marketing, you may change your mind at any time by writing to us or using the contact form on the website.

How You Can Access Your Personal Data

You have a right to request access to the personal data that we hold about you. If you would like to request a copy of your personal data, please contact us.

If you believe that any information we hold on you is incorrect or incomplete, please let us know as soon as possible. We will promptly correct any information found to be incorrect.

For more information on all our Privacy Notices please see our Data Protection section <https://www.transformtrust.co.uk/data-protection/>

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.

COOKIES

A cookie is a small file which asks permission to be placed on your computer's hard drive.

Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies 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 visitor needs. We use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

We take your privacy very seriously and comply with the recent UK and EU law on handling cookies.

Cookies Used on this Website

- **ASPSESSID**
This is only set if you log into the website, only used to keep you logged into the website.
- **Google Analytics _utma _utmb _utmc _utmz**
Used to track your movement around the website, we use this information to see what information is popular and then tweak the website to ensure people access the most relevant information easily. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at <https://www.google.com/policies/privacy/>
- **YouTube**
This may be set if we have embedded a YouTube video on a page. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at <https://www.google.com/policies/privacy/>
- **Vimeo**
This may be set if we have embedded a Vimeo video on a page. This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at https://vimeo.com/cookie_policy
- **Facebook**
This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at <https://www.facebook.com/policy.php>
- **X (formerly Twitter)**
This is a 3rd party cookie set by them and is governed by their privacy policy, which can be found at <https://twitter.com/privacy>

Browser Specific Instructions to Block and Remove Cookies

- Internet Explorer: <http://support.microsoft.com/kb/196955>
- Firefox: <http://support.mozilla.org/en-US/kb/Cookies>
- Google
Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>
- Opera: <http://www.opera.com/browser/tutorials/security/privacy/>

- Safari: <http://docs.info.apple.com/article.html?artnum=32467>
- Safari iOS: <http://support.apple.com/kb/HT1677>
- Android: <http://support.google.com/mobile/bin/answer.py?hl=en&answer=169022>
- Blackberry: Turn off cookies in the browser
- Windows Phone: Changing privacy and other browser settings

For further information please visit: <https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies>

Cookies Used

Strictly Necessary Cookies

These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms.

You can set your browser to block or alert you about these cookies, but some parts of the site will not then work. These cookies do not store any personally identifiable information.

Categories	Provider	Cookies
<p>Allow Cookies</p> <p>This cookie is used to determine whether the user allows cookies or not.</p>	e4education	Cookies allowed