Liberty Academy Trust

Data Protection Privacy Notice - Adult

Date	September 2026
Written By	Director of Governance and Operations
Approval Date	
Review Date	September 2027

Table of Contents

1. Introduction 3
2. Key Information 3
3. Collecting this information 3
4. Our lawful basis for using this data 3
5. Data Sharing 4
6. Transferring data internationally 4
7. Use of your personal information for marketing purposes 4
8. How to access personal information we hold about you 5
9. Your other rights regarding your data 5
10. Complaints 5
11. Contact us 6

1. Introduction

1.1 Under data protection law, individuals have a right to be informed about how the Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

1.2 This privacy notice explains how we collect, store and use personal data about:

- Parents and carers of children at our schools (see p4-5)
- Employees of the Trust (p6-7)
- Volunteers, including Members, Trustees and Local Committee Members (p8-9)
- Job Applicants (p10)

1.3 A separate privacy notice is published for pupils at LAT's schools.

1.4 Detailed guidance on how Liberty Academy Trust uses your personal data in accordance with relevant legislation is available in LAT's Data Protection Policy.

2. Key Information

2.1 Should you require further information about how we manage your personal data you may contact:

- A Principal or School Business Manager
- The Trust's Data Protection Officer (DPO) at dpo@libertytrust.org.uk.

3. Collecting this information

3.1 While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide us.

3.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

4. Our lawful basis for using this data

4.1 We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation

- Carry out a task in the public interest

4.2 Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

5. Data Sharing

5.1 We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

5.2 Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- **Local Authority:** We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- **Department for Education (DfE):** We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

5.3 We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

6. Transferring data internationally

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

7. Use of your personal information for marketing purposes

7.1 Where you have given us consent to do so, the trust may send you marketing information by e-mail or text promoting trust, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our Data Protection Officer.

Your rights

8. How to access personal information we hold about you

8.1 You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

8.2 If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or third-parties
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

8.3 You may also ask us to send your personal information to another organisation electronically in certain circumstances.

9. Your other rights regarding your data

9.1 In certain circumstances you have rights over how your personal data is used. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations to exercise any of these rights, please contact our Data Protection Officer.

10. Complaints

10.1 We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

10.2 You can make a complaint at any time by contacting our named school contact or data protection officer.

10.3 You can also complain to the Information Commissioner's Office in one of the following ways:

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

11. Contact us

11.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the DPO, as above.