



Privacy Notice

English Hub



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| Responsible Committee | Audit & Risk |
| Linked Policies | Data Protection Records Management Policy Information Security Policy Privacy Notices |
| Next Review | August 2026 |
| Target Audience | All Stakeholders |
| Dissemination | Trust Website. |

| Version | Section | Updates | Date | Author |
|---------|---------|-----------------|-----------|---|
| 1.0 | | Initial version | June 2025 | Data Protection Officer & Trust IT Lead |

This privacy notice has been written to inform individuals accessing White Woods Primary Academy Trust's English Hub about how and why we process your personal data.

Who are we?

White Woods Primary Academy Trust is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or via email to dataprotection@wwpat.org.

Veritau's contact details are:

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsDPO@veritau.co.uk // 01904 554025



Please ensure you include the name of your school in all correspondence.

What personal information do we collect?

The personal data we collect about you includes:

- Personal information such as name, address and contact details
- Attendance Information (such as sessions attended)
- Information relevant to your application for support from our English Hub.

- Any information you submit in our enquiry form on our English Hub website.

We will also process certain 'special category' data, including:

- Relevant medical information to allow us to support staff attending training sessions, such as dietary or accessibility requirements.

We may also process your personal data when you visit our English Hub website, using cookies and web analytics. For more information about cookies, please see our Trust Website Privacy Notice [here](#).

Why do we collect your personal information?

We process your information for the purposes outlined below:

- Keeping you informed about the course/programme you have signed up for
- To inform you about future courses/programmes (if you agree)
- To run courses/events
- To carry out school-to-school support
- Supporting learning
- Providing appropriate training
- To keep you safe and healthy
- Assessing the quality of our services
- Complying with the law regarding data sharing

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest condition in Schedule 1 of the Data Protection Act 2018 is:

- Condition 16. Support for individuals with a particular disability or medical condition

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from other organisations, including other educational

providers, the Department for Education (DfE) and the National College for Teaching and Leadership, as appropriate.

Who do we share your personal data with?

We may share your information with the following organisations:

- The Department of Education.
- Services that support teaching, learning, assessment, health and safeguarding and school management.
- The school you are employed by.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention. We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy, which can be found on our Trust website whitewoodsprimaryacademytrust.co.uk. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns, then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113. Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed August 2025.