Privacy Notice: How we use the personal data of individuals responding to a consultation

Bright Futures Educational Trust ("the Trust") is committed to protecting the information it collects from individuals who respond to consultations relating to school admission arrangements and policies. Each academy within the Trust will respect and comply with data protection legislation in force from time to time, including the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

The Trust is registered with the Information Commissioner's Office (ICO) as a controller of personal data under registration number **ZA023935**.

This Privacy Notice explains how we collect, use, store and share personal information provided by individuals who respond to consultations on admission arrangements and related policies.

The categories of personal information we process

The personal information we may collect from consultation respondents includes:

- Name
- Email address
- Postal address (if provided)
- Organisation represented (where applicable)
- Details contained within your consultation response
- Any other personal information you choose to include in your submission

We ask respondents to avoid providing unnecessary personal information about themselves or other individuals when responding to a consultation.

Why we collect and use consultation response information

We use personal information provided during a consultation to:

- Consider and evaluate responses to proposed admission arrangements or policies
- Understand the views of stakeholders and members of the public
- Communicate with respondents where clarification of a response is required
- Meet our legal obligations regarding consultation on admission arrangements
- Maintain an audit trail demonstrating that a consultation has been conducted appropriately and fairly

The legal basis for processing personal information

Under the UK GDPR, the legal bases we rely upon for processing personal information are:

Public task: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

Legal obligation: Processing is necessary for compliance with legal obligations relating to school admissions and consultation requirements.

Where respondents voluntarily provide information that constitutes special category personal data, we will process that information only where there is a lawful basis to do so under data protection legislation.

Collecting consultation information

We collect personal information directly from respondents through:

- Online consultation forms
- Email submissions
- Written correspondence
- Other methods used to submit consultation responses

Providing your name and contact details may be optional unless we need this information to consider your response properly or to contact you regarding your submission. Where information is mandatory, this will be made clear at the point of collection.

Storing consultation information

We hold consultation responses and associated personal information securely and only for as long as necessary to fulfil the purposes for which it was collected. Consultation responses will normally be retained in accordance with the Trust's records retention schedule and will be securely destroyed when no longer required.

Who we share consultation information with

We may share consultation responses with:

- Trust officers and employees involved in the consultation process
- Academy leaders and governors/trustees responsible for considering consultation outcomes
- Professional advisers where necessary
- Regulatory bodies or government departments where required by law

Where consultation outcomes are reported publicly, we may include summaries of consultation responses. Personal information will not normally be published and will be anonymised where appropriate.

Why we share consultation information

We do not share personal information unless data protection law permits or requires us to do so. Information may be shared:

- To enable consideration of consultation responses and decision-making
- To fulfil legal and regulatory requirements
- To support the efficient administration of the consultation process

Your data protection rights

Under data protection legislation, you have the right to request access to personal information we hold about you. To make a request for your personal information, please contact: **dataprotection@bright-futures.co.uk**

You may also have the right to:

- Request that inaccurate personal information is corrected
- Request the erasure of personal information in certain circumstances
- Restrict or object to processing in certain circumstances
- Request the transfer of your personal data where applicable
- Lodge a complaint with the Information Commissioner's Office (ICO)

Some of these rights are qualified and may not apply in all circumstances.

Complaints

If you have concerns about how we collect or use your personal information, we encourage you to contact us first so that we can seek to resolve the matter. Guidance can be found in our Data Protection Complaints Policy.

You may also contact the Information Commissioner's Office: https://ico.org.uk/make-a-complaint/

Contact

If you would like to discuss anything in this Privacy Notice, please contact the Trust's Data Protection Officer by emailing: dataprotection@bright-futures.co.uk.