

PROPOSED NURSERY EXPANSION AT THORPE HESLEY PRIMARY SCHOOL **Consultation Survey 2024**

The New Collaborative Learning Trust (NCLT) vision is to create a culture of protecting privacy and personal data. Personal data is information which ‘relates to and identifies a living individual’. Personal data should be adequate, relevant and limited to what is necessary.

Who does this notice apply to?

This privacy notice applies to individuals choosing to complete the stakeholder survey in connection with the proposed nursery expansion at Thorpe Hesley Primary School, an NCLT school.

Data controller and collection

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. The Trust is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations

Why do we are we collecting and using this survey information?

Thorpe Hesley Primary School is proposing to expand its current nursery to make provision, from September 2025, for a maximum of 27 additional places which would be for two-year-old children. We are collecting information by consulting with those wishing to express their views on and interest in the proposal. We will consider the views and interest in the proposal as part of our decision-making process. You can choose whether to respond to the consultation and whether to include any personal information which identifies you.

We process personal data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (“UK GDPR”). The main legal basis under these laws for collecting and processing the information provided (personal data) by the consultee (“data subject”) therefore falls under the following legal basis:

- **UK GDPR Article 6(1)a** - the data subject has given *Consent* to the processing of his or her personal data for one or more specific purposes;

(We do not undertake any automated decision making.)

The online form is anonymous, and all responses can be made anonymously. The form includes a free-text box which you may decide to include your personal data, such as your name or other details but this is not being requested. By choosing to including any of your personal it is being provided with your Consent. You may be able to express your views without providing your personal data which identifies you. Please do not include identifiable personal data which identifies another individual. You have a right to withdraw your consent to our holding all personal data which you chose to provide.

Storing Respondents’ data

We will hold/process personal data for no longer than necessary, in accordance with data protection legislation and best practice.

Retention of the data includes the following

Not beyond 30th September 2025

The organisation will put measures in place to ensure that data is deleted or anonymised at the end of the relevant retention periods.

Who do we share personal information with?

This information is stored by NCLT and any data processors contracted by NCLT to provide support services. Information shared will be limited to what is necessary, and will be processed lawfully, fairly, with secure measures in place. NCLT does not transfer personal data to countries outside the UK, European Economic Area or under arrangements not recognised by the Information Commissioner's Office (ICO).

Requesting access to your personal data

Under data protection legislation data subjects have the right to request access to information that we hold. This is known as a subject access request. If any exemptions apply you will be notified. To make a request, please email data.protection@nclt.ac.uk.

Other rights in relation to data processing include:

- Right to withdraw consent /objection to processing
- Right of erasure
- Right of access
- Right of rectification of inaccurate personal data
- Right of restriction on processing
- Right to be informed (this privacy notice)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

DATA PROTECTION OFFICER

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to data.protection@nclt.ac.uk or by calling 01977 702139.