

Privacy Notice

[Odyssey Teaching School Hub](#) is managed and administered by [Pate's Grammar School](#). Pate's Grammar School is the data controller for the purposes of data protection law.

This privacy notice explains how we collect, store and use personal information about delegates, service users, contractors and other partners.

If you would like to discuss anything in the privacy notice please contact our Data Protection Officer (DPO) Geoff Worth using admin@odysseytsh.org or

Geoff Worth
Data Protection Officer
Pate's Grammar School
Princess Elizabeth Way
Cheltenham
GL51 0HG

The personal data we hold

We will collect information you when you make an enquiry, register with us, place an order with us, provide us with a service or partner with us. The categories of information that we collect, process, store and share include but are not limited to:

- We collect information about you when you register with us as a delegate. We will collect personal information about delegates such as name, email address, current role and workplace, dietary requirements and Teacher Reference Number.
- We also collect information when you voluntarily complete customer surveys, provide feedback and use our online enquiry form. This will be personal information about people enquiring about our service such as name, email address, current role and workplace.
- The information we collect on our partners is used for communication and distributing information. This will be personal and corporate information such as name, email address, organisation and job title.
- The information we collect on our contractors is used for communication and payment. This will be personal information such as name, email address, telephone number, rates of pay and payment details.

Why we use this data

We collect and use this data to fulfil the function of the Odyssey Teaching School Hub.

Examples of ways we may use your data are:

- To deliver and support you with the courses on which you are booked with Odyssey Teaching School Hub.
- To ensure access and food safety at events.
- To inform you about other courses and services provided by Odyssey Teaching School Hub.
- To provide information to the Department of Education and fulfil our contract as a Teaching School Hub.
- To help with researching and planning new resources.
- We will use contractor data to fulfil their contracts and explore further services with them.

Our lawful basis for using this data

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

(a), (b), (e) and (f) form the legal basis which we collect, store and use data.

Data storage

Odyssey Teaching School Hub is committed to keeping your data safe and secure. All data is stored securely within a restricted section on the Pate's Grammar School server. We hold personal data for as long as it is necessary to fulfil the purpose for which it was collected. We hold contractor information for tax purposes as specified by the HMRC guidelines for 6 years after the current tax year.

Data sharing

Odyssey Teaching School Hub will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

We work in conjunction with a selection of partners which are named on our website. We will share information with our partners to carry out specific functions which we are responsible for.

Your rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to 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.
- Individuals have the right to object to the processing of their personal data under the terms of our legal basis of 'public task', although this is not an absolute right. An individual must give specific reasons why they are objecting to the processing of their data.
- Make a 'subject access request' to gain access to personal information that Odyssey Teaching School Hub holds about them.

To exercise any of these rights, please contact our Data Protection Officer, details of whom are given at the start of this document.

Individuals have the absolute right to stop their data being used for direct marketing at any time.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office
<https://ico.org.uk/concerns/>