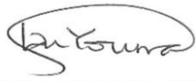




**The Sycamore
Church of England
Trust**

Grow together, Learn forever

Charging and Remissions Policy

Applicable to:	All Trust Schools
Adopted By:	Trust Lead
Date Adopted:	December 2022
Authorised Signatory:	
Mr Ian Young – Trust Leader and CEO	
Mr John Hall – Chair Of Finance, Audit and Risk Committee	
Review Period:	Annually
Next Review:	December 2023



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Record of Policy Changes and Reviews

Date	Details	Reason for Review / Change
August 2022	Policy reviewed against the Academy Trust Handbook 2022 - no changes were required other than a reference in the 'Legal framework' section. A minor change has also been made to the 'Damaged and lost items' section.	Annual Review, Updated guidance

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Statement of Intent

We are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

1. Legal Framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'
- Our Funding Agreement
- ESFA (2022) 'Academy Trust Handbook 2022'

1.2 This policy operates in conjunction with the following school policies:

- Complaints Procedure Policy
- Debt Recovery Policy
- Freedom of Information Policy and Publication Scheme
- The Trust's Scheme of Delegation
- Finance Policy

2. Charging for Education

2.1 We will not charge parent/carers for:

- Admissions applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent/carer.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2 We may charge parents/carers for the following:

- Materials, books, instruments or equipment, where a parent/carer desires their child to own them.
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Certain Early Years provision.
- Use of community facilities and other commercial activities.
- Provision of information within the scope of Freedom of Information.

2.3 The school will make it clear that, in the following circumstances, it will propose to remit (wholly or partly) any charge which would otherwise be payable by school.

3. Optional Extras

3.1 We can charge parents/carers for the following optional extras such as but not limited to:

- Education provided outside school time that is not:
 - $\frac{3}{4}$ Part of the national curriculum.
 - $\frac{3}{4}$ Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school.
 - $\frac{3}{4}$ Part of Religious Education
- Examination entry fees where the pupil has not been prepared for the examinations at school.
- Transport, other than that required to take the pupil to school or to other premises where the school has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit
- Childcare provision provided in addition to a parent/carer's funded entitlement.
- School meals where a parent/carer does not have a free entitlement.
- School milk where a parent/carer does not have a free entitlement.
- Extended day services offered to pupils e.g., breakfast or out-of-school provision.

3.2 When calculating the cost of optional extras, an amount may be included in relation to:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff (including TA's).
- The cost of teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

3.3 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any

pupils wishing to participate but whose parents/carers are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

- 3.4 The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.
- 3.5 Participation in any optional activity will be on the basis of parent/carer choice and a willingness to meet the charges. Therefore, a parent/carer agreement is a prerequisite for the provision of an optional extra.
- 3.6 If a charge is to be made for a particular activity, such as optional extras, parents/carers will be informed of how the charge will be calculated.

4. Examination Fees

- 4.1 We may charge for examination fees if:
 - The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
 - The examination is not on the prescribed list, but the school arranged for the pupil to take it.
 - A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the entry fee.

5. Voluntary Contributions

- 5.1 We may ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution and notify parents/carers whether assistance may be available.
- 5.2 No pupil will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 5.3 We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

6. Music Tuition

- 6.1 Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The school will provide music tuition as part of the National Curriculum free of charge, however, the Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parent/carer

- 6.2 The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- 6.3 Charging will not be made if the teaching is an essential part of the national curriculum.
- 6.4 Charging will also not be made if the teaching is provided under the first access to KS2 Instrumental and Vocal Tuition Programme.
- 6.5 No charge will be made in respect of pupils who are LAC.

7. Transport

- 7.1 We will not charge for:
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
 - Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
 - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
 - Transport provided for an educational visit.

8. Residential Visits

- 8.1 We will not charge for:
- Education provided on any visit that takes place during school hours.
 - Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of Religious Education.
 - Supply teachers to cover for teachers accompanying pupils on visits.
- 8.2 We can charge for board and lodgings – but the charge will not exceed the actual cost.
- 8.3 Parents/carers will be exempt from board and lodgings costs if they can prove that they are in receipt of one or more of the following benefits:
- Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of Pension Credit
 - Child Tax Credit, provided that they are also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
 - Working Tax Credit run-on paid for four weeks after they stop qualifying for Working Tax Credit

- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

9. Education Partly During School Hours

- 9.1 If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 9.2 Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours do not include the break in the middle of the day.
- 9.3 If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of Religious Education.
- 9.4 **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 9.5 Any charges for extended day services will be optional.

10. Swimming Lessons

- 10.1 The school organises swimming lessons for all children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we may ask for a voluntary contribution from parents/carers to cover the cost of transport. We inform parents/carers when these lessons are to take place, and we seek the written permission of parents/carers for their children to take part.

11. Use of Community Facilities/Lettings

- 11.1 We will charge for hire of the school facilities in line with our Lettings Policy.

12. Freedom of Information

- 12.1 We may charge for costs for requests made under FOI. These charges will be listed in our Freedom of Information Publications Scheme.

13. Damaged or Lost Items

- 13.1 The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to

purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

14. Remissions

- 14.1 Parents/carers in times of financial hardship or who are in receipt of benefits as listed in item 8.3 above may be offered or may request assistance in meeting the cost for activities. This will be assessed on a case-by-case basis.
- 14.2 To request assistance, parents/carers should contact the Headteacher.

15. School Trip Refunds

- 15.1 All initial deposits for school trips will be non-refundable. Parents/Carers will be informed of this when provided with initial information about the trip.
- 15.2 In the event that the school has to cancel a trip due to unforeseen circumstances, parent/carer contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the schools' discretion as to whether refund is given to parents/carers.
- 15.3 In the event that a pupil or their parent/carer cancel the pupil's place on a trip, it is at the schools' discretion as to whether a refund is given. The school will take into account the reason for the cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- 15.4 Where a pupil or their parent/carer have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 15.5 In the event that a pupil cannot attend a trip at the last minute e.g., due to illness, it is at the schools' discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- 15.6 In the event that the school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parent/carer contributions for the trip. The school will consider its' options, which could include carrying forward the money until the trip takes place, transferring the money to another trip or refunding the parent/carer.
- 15.7 In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the schools' discretion as to what happens with the parent/carer contributions for the trip. The school will consider its' options, which could include carrying forward the money until the trip takes place, transferring the money to another trip or refunding parents/carers.
- 15.8 Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.
- 15.9 The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

15.10 If a parent/carer wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

16. Income Generation

16.1 In line with the ESFA's 'Academy Trust Handbook', The Trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

17. Freedom of Information Policy and Publication Scheme

17.1 The school's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.

18. Monitoring

18.1 This policy will be monitored on an annual basis by the Trust Finance Committee.

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Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that 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.

This privacy notice explains how and why we collect, store, and use personal data about Trustees and Volunteers.

We, The Sycamore Church of England Trust are the 'data controller' for the purposes of data protection law. The Trust is registered as a data controller with the Information Commissioners Office (ICO). Our registration number is ZA253323

This Privacy Notice relates to The Sycamore Church of England Trust, and its constituent Academies:

- Christ Church CofE Primary School
- St. John's CofE Primary School
- Radcliffe Hall CofE Methodist Primary School

and any other Academy which joins the Trust in the future (hereafter referred to as the 'Trust').

Our data protection officer is Shard Business Services (see '[Contact us](#)' below).

1. Data Protection Principles

Personal Data must be processed in accordance with the six Data Protection Principles. It must be:

- used lawfully, fairly and in a transparent way.
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- relevant to the purposes we have told you about and limited only to those purposes.
- accurate and kept up to date.
- kept only as long as necessary for the purposes we have told you about.
- kept securely.

2. Categories of data we collect.

The categories of Trustee personal data that we collect, process, hold, and share include but is not limited to:

- Contact details.
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- DBS Checks and Children's Barred list information
- CCTV images (Radcliffe Hall site only)
- Any other personal data we will inform you of from time to time.

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about:

- Special characteristics including racial or ethnic origin.
- Religious or philosophical beliefs
- Medical information, including details of any medical conditions, including physical and mental health, GP contact details, allergies, medication, dietary requirements, and reasonable adjustments.

3. Collecting this information

We collect personal data from:

- CVs and application forms
- From third parties including references from previous employers; the Local Authority or other agencies (e.g., DBS Checks)
- During your term of service with us
- In addition, we also use CCTV cameras in and around our site for security purposes and the protection of staff, trustees, volunteers, and other stakeholders. (Radcliffe Hall site only)

While the majority of information we collect about Trustees is mandatory, there is some information that may be provided voluntarily.

Whenever we seek to collect information, we will make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying. If you fail to provide certain information when requested, we may be prevented from complying with our official or legal obligations

4. Why we collect and process personal data.

The Trust collects information to safeguard our users, promote the objects and interests of the Trust, facilitate efficient operations, and ensure that all relevant legal obligations are complied with. For example, we collect data to:

- establish and maintain effective governance, including training and other records.
- meet statutory obligations for publishing and sharing the trustee's details.
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- undertake equalities monitoring.
- ensure that appropriate access arrangements can be provided for those who require them.
- Provide a safe working environment, minimise risk and safeguard all stakeholders

5. Automated Decision Making

Automated decision-making takes place when an electronic system uses personal information to make decisions without human intervention. We are permitted to use automated decision-making in limited circumstances.

We **do not** envisage that any decisions will be taken about you using automated means. However, we will notify you in writing if this position changes.

6. The Lawful Bases on which we Process Personal Data

We only collect and use personal data when the law and our policies allow us to do so. We process general category data where:

- the data subject, or a person with the lawful authority to exercise consent on the data subject's behalf, has given consent.
- the processing is necessary for a contract we have with you, or because it is necessary to take steps before entering into a contract with you.
- the processing is necessary for us to comply with a legal obligation.
- the processing is necessary to protect your vital interest or that of another person.
- the processing is necessary for us to perform a task in the public interest or for our official functions, and this task or function is lawful.

We process special category data where:

- the data subject, or a person with the lawful authority to exercise consent on the data subject's behalf, has given explicit consent.
- the processing is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent.
- the processing relates to personal data which are manifestly made public by the data subject.
- the processing is necessary for the establishment, exercise, or defence of legal claims or whenever courts are acting in their judicial capacity.
- the processing is necessary for reasons of substantial public interest, based on domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
- processing is necessary for reasons of public interest in the area of public health, on the basis of domestic law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular, professional secrecy.
- the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds that justify our use of this data.

7. Criminal Proceedings/Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our legal and safeguarding obligations and provided we do so in line with data protection legislation.

We envisage that we will hold information about criminal convictions, for example, if information about criminal convictions comes to light as a result of our Disclosure and Barring Service checks, or if information about criminal convictions comes to light during your time as a Trustee with the Trust.

Where appropriate and lawful, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

8. CCTV

CCTV is in use at Radcliffe Hall CofE Methodist Primary School. The purpose of the system is to prevent crime and promote security and public safety.

If in the event of viewing CCTV for the specified purpose, a safeguarding or criminal action is observed, the CCTV images can and may be used to support any subsequent investigation.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

CCTV images will be retained for 30 days. After this period images will be permanently deleted unless they are required and retained for an ongoing investigation. For example, if an incident or crime has been recorded. In such cases, the images will be retained until the conclusion of any actions or criminal proceedings arising from the incident.

Any enquiries about the CCTV system should be directed to radcliffehall@bury.gov.uk

Christ Church CE Primary School uses a surveillance camera to view the entrance to the school via the pedestrian and car park gate, the images from this camera are live streamed and not recorded.

9. Consent

We may process personal information without your consent, in compliance with the above lawful bases (section 6), where this is required or permitted by law and our policies.

We will ask for consent to process general personal data where there is no other lawful basis for processing it. For example, where we wish to use your photographs on our website or social media channels for promotional/marketing purposes.

In limited circumstances, we may approach you for your written consent to allow us to process 'special category' data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Where we rely solely on consent as the lawful basis for processing, that consent may be withdrawn at any time.

10. Change of Purpose

We will only use your personal information for the purposes for which it was collected unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose.

If we need to use your personal information for an unrelated purpose we will notify you and we will explain the legal basis which allows us to do so, or seek your consent if necessary before the processing commences.

11. Storage and Retention of Personal Data

A significant amount of personal data is stored electronically. Some information may also be stored as hard copy.

All data is stored and accessed following the Trust's **Data Security Policy**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements.

Details of retention periods for different aspects of your personal information are available in our ***Data Retention Schedule***.

When your time as a Trustee at the Trust comes to an end, we will retain and securely destroy your personal information following our ***Data Retention Schedule***.

12. Sharing Personal Data

We do not share Trustee's personal data with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we routinely share personal data with:

- The Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education - to fulfil our statutory reporting requirements.
- Companies House
- The public via the Trust/School Website

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Academies Financial Handbook.

Local Authority

We are required to share information about our Trustees with our local authority (LA) under the requirements set out in the Academies Financial Handbook.

We may occasionally also share personal data with:

- Disclosure & Barring Service
- Our regulators [e.g., Ofsted]
- Central and local government
- Police forces or other law enforcement agencies, courts, tribunals
- Trade unions and associations
- Your family or representatives
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Professional bodies

Third-party service providers

Limited personal data is shared with third-party service providers who require access to the data to deliver contracted services. These service providers include: -

- Professional advisers and consultants
- Payroll (payment of expenses)
- Legal advisers and Insurance providers
- IT providers
- Any other third-party service provider we will inform you of from time to time

These third-party service providers act as data processors on the Trust's behalf and are required to take appropriate security measures to protect your personal information in line with our policies and data protection legislation.

We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

13. Transferring Data Outside The UK

We do not routinely share data with organisations outside the UK. We will not transfer personal data outside the UK unless such transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

14. Data Security

We have put in place appropriate organisational and technological security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those staff, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

15. Your Data Subject Rights

You have the right to:

- Make a Subject Access Request (SAR) (see below)
- Withdraw your consent to processing based solely on consent, at any time
- Ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- Prevent the use of your personal data for direct marketing
- Challenge processing which has been justified based on public interest
- Request a copy of agreements under which your personal data is transferred outside of the UK
- Object to decisions based solely on automated decision-making or profiling. The Trust **does not use** automated decision-making and/or profiling in any of its processes and procedures
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

For more information about your data subject rights please see [here](#).

Your Duty to Inform us of Changes

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during your time with us.

Subject Access Requests

Under data protection legislation, individuals have the right to request access to their personal data held by the Trust Subject Access Requests **may be** made in writing or verbally.

Subject Access Requests may be made in writing or verbally. If you would like to make a SAR concerning your personal data it would be helpful if this could be made in writing to the Trust, including:

- name and contact address
- email address and telephone number
- details of the information required.

Fulfilling A Subject Access Request

The lawful time scale for the Trust to respond to a Subject Access Request is one calendar month from receipt of a '**valid**' SAR.

A SAR is only considered '**valid**' when we are fully satisfied with the identity of the requester and their entitlement to the data requested. If in any doubt we will request confirmation of identity to ensure personal data is not inadvertently released to a third party who is not entitled to it.

The Trust has limited administrative resources outside of term time, we encourage all stakeholders to submit Subject Access Requests during term time and to avoid sending a SAR just before or during term breaks. This will assist us in responding to your request as promptly as possible.

If the SAR is complex or numerous, the period in which we must respond may be extended by a further two months. You will be notified of any delays in actioning the SAR and provided with a timeframe in which you can expect to receive the requested data.

Fees

You will **not** have to pay a fee to access your personal information (or to exercise any of your other data subject rights). However, we may charge a reasonable fee if your access request is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Trust in the first instance (details below).

The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Trust directly.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another lawful basis for doing so.

16. 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 concerns about our data processing, please raise this with us in the first instance.

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at the address below

Alternatively, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

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

17. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

Data Protection Officer : Shard Business Services
Email: DPO@Shardbusinessservices.co.uk

Data Controller: The Sycamore CE Trust
Email: office@ccmat.co.uk
Phone: 0161 723 1078 (option 3)
Address: C/o Christ Church CofE Primary School
Church Street, Walshaw, Bury, BL8 3AX

Data Controllers Representative: Ian Young
Email: office@ccmat.co.uk

Changes to this Privacy Notice

This Notice will be reviewed every two years or as necessary in response to changes in Data Protection legislation or our processing activity.

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective Date: May 2018
Last update: October 2022
Review Date: October 2024

How the Government uses your data

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'Subject Access Request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>