



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Trust data protection management

Introduction

Our Trust is committed to a policy of protecting the rights and privacy of individuals (including students, staff and others) in accordance with the Data Protection Act 2018.

The Trust gathers and processes personal information about its staff, students, and other individuals to comply with obligations as a charitable company limited by guarantee that is responsible for academies. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

Any breach of the Data Protection Act 2018 or this Trust Data Protection Policy is considered to be an offence, and in that event relevant disciplinary procedures will apply. The contents of this policy are applicable to employees, trustees and governors, other agencies and providers working with the Trust, and who have access to personal information.

The Trust is the Data Controller and is responsible for setting the overarching policy and standards for Data Protection. The trust see compliance with these obligations as the best method to ensure that personal information is dealt with lawfully and securely and in accordance with the UK GDPR and other related legislation.

It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically. It applies to all data held in schools as part of the multi-academy trust, though the responsibility for managing data rests with each school.

All schools within the trust process personal information about staff, pupils, parents and other individuals who come into contact with each academy as part of the usual day to day business of a school. The schools are required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and other legislation.

This policy and procedures will be updated as necessary to reflect best practice, or amendments made to data protection legislation.

Each academy within the trust will comply with the trust policies, procedures and notices.

For pupils and parents/carers

There is more detail in the 'My Rights' document and within the other policy and privacy notices on the website.

Pupil and family information gathering

On joining an academy within the trust, you will be asked to complete a form giving next of kin details, emergency contact and other essential information. You will also be asked to give consent for the use of that information for other in-trust purposes, as set out on the data collection/consent form.

The contact and consent form will be reviewed on an annual basis. It is important to inform the academy/trust if details or your decision about consent changes.

This is managed by each individual academy.

Subject Access Requests

As stated in our policy, every individual has a right of access, subject to some restrictions, to data that is held about them.

If you wish to make a subject access request it is important that the request is made directly to the academy that holds your data.

There is more information about this process in the policy.

Concerns and complaints

If you feel that something has gone wrong, and you want to raise a complaint or concern it is important that you are able to do so. We encourage an informal discussion about the matter first. You can access details about how we manage such issues by reference to the Complaint Policy. This also covers Data Protection and UK GDPR matters, though ultimately you have a right to refer to the Information Commissioners Office if you remain unsatisfied.

Data Protection Officer

Our Data Protection Officer is:

John Walker, partner of PHP Law LLP

DPO@phplaw.co.uk

03337 729763

Appendix 1 - Data protection compliance leads

In our academies, the data protection compliance leads can be contacted on:

Academy name	Named lead	Contact details	
SRSCMAT trust central	Duncan Whitehouse	govmanager@srsrmat.co.uk	03003690553
All Saints Catholic Voluntary Academy	Chloe Sammarco	csammarco@mar.srsrmat.co.uk	01457 852756
Blessed Robert Sutton Catholic Voluntary Academy	Jake Heath	office@brs.srsrmat.co.uk	01283 749450
Christ the King Catholic Voluntary Academy	Megan Watts	enquiries@cka.srsrmat.co.uk	01773 832919
English Martyrs' Catholic Voluntary Academy	Emma Raiseborough	enquiries@eng.srsrmat.co.uk	01159 733209
Holy Rosary Catholic Voluntary Academy	Julie Faircliff	office@hrb.srsrmat.co.uk	01283562686
Saint Benedict Catholic Voluntary Academy	Cate Murray	enquiries@ben.srsrmat.co.uk	01332 557032
Saint John Houghton Catholic Voluntary Academy	Agnethe Perrin	schooloffice@sjh.srsrmat.co.uk	01159 322896
St. Alban's Catholic Voluntary Academy	Jennifer Cartlidge	enquiries@dsa.srsrmat.co.uk	01332 673823
St. Anne's Catholic Voluntary Academy	Samantha Simpson	enquiries@ann.srsrmat.co.uk	01298 235589
St. Charles Catholic Voluntary Academy	Sara Smith	info@cha.srsrmat.co.uk	01457 852692
St. Edward's Catholic Voluntary Academy	Diane Murphy	office@edw.srsrmat.co.uk	01283 216721
St. Elizabeth's Catholic Voluntary Academy	Donne Hyde	enquiries@eli.srsrmat.co.uk	01773 822278
St. George's Catholic Voluntary Academy	Rachel Snowdon - Poole	admin@geo.srsrmat.co.uk	01332 766815
St. John Fisher Catholic Voluntary Academy	Saul Ratcliffe	sratcliffe@dif.srsrmat.co.uk	01332 572154
St. Joseph's Catholic Voluntary Academy (Derby)	Carole Grandon	admin@jph.srsrmat.co.uk	01332 361660
St. Joseph's Catholic Voluntary Academy (Matlock)	Stacey Carr	enquiries@joe.srsrmat.co.uk	01629 583616
St. Margaret's Catholic Voluntary Academy	Chloe Sammarco	csammarco@mar.srsrmat.co.uk	01457 855818
St. Mary's Catholic Voluntary Academy (Derby)	Bushra Akhtar	enquiries@mde.srsrmat.co.uk	01332 554831
St. Mary's Catholic Voluntary Academy (Glossop)	Sheila Pollitt	info@mgl.srsrmat.co.uk	01457 854473
St. Mary's Catholic Voluntary Academy (Marple Bridge)	Vicki Major	vmajor@mmb.srsrmat.co.uk	01614 277498
St. Mary's Catholic Voluntary Academy (New Mills)	Jodie Oxley	info@nmm.srsrmat.co.uk	01663 742412
St. Phillip Howard Catholic Voluntary Academy	Vicky Parker	admin@sph.srsrmat.co.uk	01457 852830
St. Thomas Catholic Voluntary Academy	Elaine Pugh	info@tho.srsrmat.co.uk	01159 320550
St. Thomas More Catholic Voluntary Academy	Sarah Lancett	enquiries@stm.srsrmat.co.uk	01298 23167

The Priory Catholic Voluntary Academy	Steph Taylor & Katy Smith	office@pri.srscmat.co.uk	01773 713731
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