

PRIVACY NOTICE

DATA PROTECTION PRINCIPLES

You don't need to do anything however in order for us to comply with the data protection law, we are required to inform you of the Institute's privacy rules, and your rights pertaining to your personal data.

WE MAY COLLECT, STORE AND USE THE FOLLOWING CATEGORIES OF PERSONAL INFORMATION ABOUT YOU

- **Name**
- **Contact details**

HOW IS YOUR PERSONAL INFORMATION COLLECTED AND RETAINED

We collect personal information for purposes of supporting your membership of a Trailblazer Group. This is stored electronically, accurately and safely, and we will only retain your personal information for as long as necessary to fulfil the purposes for which it was collated. We may also hold information on trailblazers after they have been approved and or decommissioned for no longer than necessary to carry out our public functions.

HOW WE MAY USE INFORMATION ABOUT YOU

- Where we need to contact you by post, telephone call, email or any other electronic means.
- Where we need to comply with a legal obligation.
- Where it is necessary for us to carry out a **public task** and your interests and fundamental rights do not override those interests.
- Where we need to protect your interests (or someone else's interests).
- As part of our public task and in order to provide transparency to the public wanting to use the standard we publish trailblazer names on the Institute's website. We may also pass on your details to engaged stakeholders, but only for the purposes of carrying out the necessary functions to develop a standard

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Under certain circumstances, by law, you will not have the right to:

- Request erasure of your personal information
- Portability (Request the transfer of your personal information to another party)

However, you do have the right to:

- Object to the processing of personal data in certain circumstances
- Correct any information in certain circumstances, that we may hold
- Make an access request for information that we hold about you, via a subject access request and within 1 month.

If you would like to exercise your rights, or you require more information about how the Institute stores and uses your personal data, please contact the Institute Information Officer at enquiries.ifa@education.gov.uk.

CHANGES TO THIS PRIVACY NOTICE

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.