



## General Data Protection Regulations

### How We Use Your Information

You may have heard that the law that which manages how we use your information has changed.

The General Data Protection Regulation (GDPR) encourages organisations that are responsible for using people's information to make sure it is clear why we need your information and how it is used.

To help explain how your information is used we have published a Privacy Notice, which is available on you can read here {insert link to Privacy Notice}.

#### Data Protection Officer

We have appointed a Data Protection Officer from Services 4 Schools Ltd to support all our Schools in the Ninestiles Trust family, with matters relating to Data Protection and the use of your personal information.

If you have a question about how your personal data is used in school, or would like to make a formal request, you can contact our Data Protection Officer by emailing at [DPO@ninestilesacademytrust.org.uk](mailto:DPO@ninestilesacademytrust.org.uk) or by writing to the Trust at Ninestiles Academy Trust, Hartfield Crescent, Acocks Green, Birmingham B27 7QG **"For the attention of the Data Protection Officer"**

#### Right to Access

Individuals have the right to access copies of their personal data that the School and Trust is processing. This is often known as "Subject Access".

An individual is only entitled to their own personal data, and not to information relating to other people. The school has a maximum of 30 days to respond to a Subject Access Request.

If we are processing your personal data, you will be entitled to receive:

- confirmation that we are processing your personal data;
- a copy of your personal data
- additional information about how your data is being used and who it is shared with

To make a Subject Access Request, you can contact our Data Protection Officer by clicking [here](#) or by writing to the Trust , marking your envelope **"For the attention of the Data Protection Officer"**, or verbally by contacting the Trust on 0121 628 1311 extension 206.