



## **Website Privacy Notice**

Dartmoor TSA is committed to keeping your information secure and managing it in accordance with our legal responsibilities under data protection law. Under data protection law, individuals have a right to be informed about how organisations uses any personal data that they hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who visit the Dartmoor TSA Website.

### **Name and contact details of the organisation**

Dartmoor Teaching School Alliance  
Okehampton College  
Mill Road  
Okehampton  
Devon  
EX201PW  
01837 650910  
[www.dartmoortsa.org.uk](http://www.dartmoortsa.org.uk)

Dartmoor TSA is the 'Data Controller' for the purposes of data protection law.

Weebly is the 'Data Processor' for the purposes of data protection law.

### **The personal data we hold**

We process data relating to individuals who have chosen to visit the Dartmoor TSA website. Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- How often and for how long the website is visited
- Which pages of the website visitors accessed most frequently
- The pages after which visitors left the website
- Where visitors come from, e.g. from search engines or referring pages
- Which keywords visitors used to find the website in search engines
- Which browsers and browser versions visitors used
- Information supplied by a user to Dartmoor TSA through a contact or booking form

To protect your personal data, the Dartmoor TSA website does NOT use profiling cookies. Visitors IP address and browser string are saved anonymously so that they cannot be traced back to the individual user. The Dartmoor TSA website does use technical cookies, which are used to provide a smooth running website. User consent is not required for technical cookies.



### **Why we use this data**

The purpose of processing this data is to allow Dartmoor TSA to:

- Administer the website
- Analyse website visitor behaviour, e.g. total number of visits, which pages are visited most frequently, etc.
- Collect information through a contact or booking form on the website, e.g. NQT contact form and course booking form

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Dartmoor TSA is Teaching School Alliance and carries out its work in the public interest, also known as 'Public Task'. Dartmoor TSA operates under the statutory frameworks of English educational legislation, and specifically the Education Act 2011. The Education Act 2011 is founded on the principals and proposals in the DfE November 2010 White Paper, The Importance of Teaching, in which the government stated its intention to develop a national network of Teaching Schools to lead on Initial Teacher Training, Continuing Professional Development and School to School Support.

### **How we store this data**

Personal data is stored securely and backed-up by Weebly on servers located in California, USA. We will retain your personal data for as long as it is necessary to fulfil the purposes for which it was collected.

### **Data sharing**

We share your personal data with Exeter Consortium Teaching School Alliance and South West Teaching School Alliance: these are our partner teaching schools in Teaching Schools South West. We share your booking information because the partnership of three TSAs jointly runs courses and events and all member schools have equal access to the courses and events run by each of the partner TSAs.

We do not share information about you with other third parties without your consent unless the law requires us to do so.

### **Automated decision making**

We do not use automated decision making when processing your data.

### **Your rights**

Individuals have a right to make a 'subject access request' to gain access to personal information that Dartmoor TSA holds about them.



If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are storing and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you wish to make a subject access request contact Dartmoor TSA by email or by telephone (contact details are at the beginning of this privacy statement).

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.

If you wish to object to the processing of your data stored on the Dartmoor TSA Professional Development website contact Dartmoor TSA by email or by telephone (contact details are at the beginning of this privacy statement).

Individuals have an 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 the Director of Dartmoor TSA.

- [msmith@dartmoortsa.org.uk](mailto:msmith@dartmoortsa.org.uk)
- Alternatively, you can make a complaint to the Information Commissioner's Office:
- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF