



The Lionheart Educational Trust

Privacy notice for community engagement

The personal data we hold

Community Engagement is the term the Trust uses to refer to participants of activities such as Community forums, Careers Information Partnerships, Venue hire arrangements and fundraising events. It also includes our community of Alumni.

The personal data that we may collect, use, store and share about you includes, but is not restricted to:

- personal information (such as name, address, home and mobile numbers, personal email address)
- information regarding your organisation or employer;
- family members and other nominated person details and contact information;
- financial and transactional information, invoice referencing and debtor information;

In addition, and where applicable:

- sensitive personal information such as nationality, language skills, gender, religion, and biometric data such as your photograph as a means of identifying you when on our site including your image captured by all forms of CCTV (including school vehicles) when on site.

Why we use this data

We use this data:

- for the administration of our community engagement activities
- to send you updates and newsletters on the work of the Trust
- for security purposes to positively identify you when you visit the Trust
- to fulfil a contract when you have paid for services from us such as hiring a venue.

Where does the Trust get your personal data from?

We obtain personal data about you from the following sources:

- from you when you provide your personal details during the registration process;

- from your organisation when it creates a partnership with our trust
- from your bank or credit card provider when you make a payment for a service

Our legal basis for using this data

We only collect and use your personal data where there is a lawful basis for doing so, for example:

Most commonly, we process it where:

- We have obtained consent to use it in a certain way
- We need to comply with a legal obligation

Less commonly, we may also process your personal data in situations where:

- We need it to perform an official task in the public interest
- We have a contractual obligation to process this information
- We need to protect the individual's vital interests (or someone else's interests)

Who might we share your data with?

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

The Trust will share your personal data with third party auditors and payment providers, such as Kajima, SagePay, Stripe and Evolve etc.

The Trust will share basic contact information such as email and name with Mailchimp, a third party processor, for the purposes of sending you our latest newsletters.

The Trust may share your data with other professional bodies for legal reasons such as the emergency services, NHS and Public Health England.

Where the Trust shares data with a third party, we will ensure that data sharing agreements are in place and appropriate due diligence checks have been undertaken. Where required a Data Protection Impact Assessment has been carried out and approved at Trust level.

Further Information

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you please contact our Data Protection Officer.

Full details of your rights and how to enforce your rights are included on the Trust's main privacy webpage.

Lionheart Educational Trust,
C/O Beauchamp City Sixth Form,
South Albion Street,
Leicester
LE1 6JL

Telephone: 0116 2729148

E-mail: DPO@lionhearttrust.org.uk