

Consultation Privacy Notice – Exmouth SEND Hub Proposal

Who we are

Ted Wragg Multi Academy Trust is the data controller for the personal information you provide as part of this consultation. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Please read this alongside the Trust's main Privacy Notice which can be found [here](#). It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why we are processing your information, what your rights are under data protection legislation and the procedures we take to protect your personal data.

Why we are collecting your information

We are gathering views to help inform decisions about the proposed Exmouth SEND hub. Your feedback will help us understand the needs and views of pupils, parents, staff, and the wider community.

What information we collect

We may collect:

- Your name and contact details (if you choose to provide them)
- Your relationship to the school or local community
- Your views, comments, and responses to consultation questions

Providing personal information is optional. You can respond anonymously if you prefer.

We do not require you to provide any special category data (such as information about health, ethnicity or religion) as part of this consultation. If you choose to include this information in your response, it will be provided on a voluntary basis and will only be used for the purposes set out in this notice.

How We Collect this Information

We collect consultation responses in the following ways:

- Email submissions sent to the Trust / School
- Written responses submitted by post

We may also receive responses that are shared with us by third parties involved in the consultation process (for example, where feedback is collected at events and passed to the Trust).

How we use your information

We will use your information to:

- Analyse consultation responses
- Prepare summary reports to inform decision-making
- Improve future planning and engagement

We may quote responses in reports, but these will be anonymised unless you have given clear permission for identifiable use.

Lawful basis for processing

We process your data under:

- **Public task** (Article 6(1)(e)) – to carry out our educational responsibilities and decision-making
- Where special category data is provided, **substantial public interest** (Article 9(2)(g)), where applicable

Who we share information with

We may share anonymised or aggregated information with:

- School leadership and Trust governance
- Local authority partners
- External partners involved in the project

The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.

We do not routinely transfer personal data outside the United Kingdom. Where it is necessary to use service providers that process data outside the UK, we will ensure appropriate safeguards are in place in accordance with data protection law.

We will not share your personal data for marketing purposes.

How long we keep your information

We will retain consultation responses only for as long as necessary to complete the consultation process and any related analysis, reporting, and decision-making. This may also include allowing time to respond to any queries or challenges following the consultation.

Typically, personal data will be retained for up to **12 months** after the consultation closes, after which identifiable data will be deleted or anonymised.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

You can find further details of our security procedures within our Data Breach Policy and our Information Security Policy, which can be found here [Management of Information Suite](#).

Your rights

You have rights under data protection law, including:

- To access your personal data
- To request correction of inaccurate data
- To request erasure in certain circumstances
- To object to processing

To exercise your rights, please contact us using the details below.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with dataprotection@tedwraggtrust.co.uk in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved, then you can contact the DPO on the details below:

Data Protection Officer:	Judicium Consulting Limited
Address:	5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

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.