



## Register of data controllers

### Entry details

**Organisation name** : Enhance Academy Trust

**Registration reference** : ZA165004

**Date registered** : 04 February 2016

**Registration expires** : 03 February 2019

### Organisation Address

Church Bank House  
Church Bank  
Bradford  
BD1 4DY

**Companies House registration number:** 07904096

### Trading names

Sandal Magna Community Academy  
Overthorpe C of E Academy  
Christ Church CE Academy  
Featherstone All Saints CofE Academy  
St Botolph's CE Academy  
Diamond Wood Academy  
St Michael's CE Academy  
St Helen's CE Primary School

### Customer enquiry contact details

PA / Administrator  
Email address: [lynn.watson@wakefielddat.org.uk](mailto:lynn.watson@wakefielddat.org.uk)

### Nature of work description

Nature of work - Academy

#### Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

#### Reasons/purposes for processing information

We process personal information to enable us to provide education, training, welfare and educational support services, to administer school property; maintaining our own accounts and records, undertake fundraising; support and manage our employees. We also use CCTV for security and the prevention and detection of crime.

#### Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual life
- information about offences and alleged offences

#### Who the information is processed about

We process personal information about:

- employees
- parents/guardians and pupils
- professional experts and advisers
- members of school boards
- sponsors and supporters
- suppliers and service providers
- complainants, enquirers
- individuals captured by CCTV images

#### Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- careers service
- school boards
- local and central government

- academy trusts
- healthcare, social and welfare organisations
- police forces, courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates, professional advisers
- suppliers and service providers
- financial organisations
- press and the media

#### Consulting and advisory services

Information is processed for consultancy and advisory services that are offered in relation to the provision of educational services. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, prospective employers and service providers.

#### CCTV for crime prevention

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

#### Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

**End of Report**