

PRIVACY NOTICE

1. Background

This policy explains when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others, how we keep it safe and secure and your rights and choices in relation to your information.

Any questions regarding this policy and our privacy practices should be sent by email to office@bep.education or by writing to our Privacy Officer at Birmingham Education Partnership, G4-G5 The Arch, 48-52 Floodgate Street, Birmingham B5 5SL. Alternatively, you can telephone 0121 2850 924.

2. Who are we?

We are Birmingham Education Partnership (BEP).

BEP is a charity that champions a deeply good civic, social and academic education for every child in the city and exists for the benefit of every publicly funded school in Birmingham

3. How do we collect information from you?

Information you give us directly

For example, we may obtain information about you when you take part in one of our events, make a donation, apply to volunteer for us, purchase products and services or when you visit our website or register to receive one of our weekly newsletters.

When you visit our website, for example we collect information about pages you visit and how you navigate the website, i.e. length of visits to certain pages, products and services you viewed and searched for.

We collect and use your personal information by using cookies on our website – more information on cookies can be found under the ‘Privacy and Cookies Policy’.

Social Media

When you interact with us on social media platforms such as Facebook and Twitter we may obtain information about you (for example, when you publicly tag us in an event photo). You can manage the information we receive via the privacy preferences you have set on those types of platforms.

Public Information

We utilise information from publicly available sources such as annual reviews, corporate websites, public social media accounts and Department of Education records.

4. What type of information do we collect from you?

The personal information we collect, store and use might include:

- your name and contact details (including postal address, email address and telephone number);
- your date of birth;
- Images which include photographs, digital photographs, film and video recordings;
- information about your activities on our website and about the device used to access it, for instance your IP address and geographical location; and
- any other personal information shared with us.

Data protection laws recognise certain categories of personal information as sensitive and therefore requiring greater protection, for example information about your health, ethnicity and religion.

We do not usually collect sensitive data about you unless there is a clear and valid reason and data protection laws allow us to do so.

Where appropriate, we will make it clear why we are collecting this type of information and what it will be used for.

5. How and why is your information used?

We may use your information for a number of different purposes, which include:

- providing you with the services, products or information you asked for;
- processing orders that you have submitted;
- carrying out our obligations under any contracts entered into between you and us;
- keeping a record of your relationship with us;
- conducting analysis and market research to better understand how we can improve our services, products or information;
- seeking your views or comments on the services we provide;
- notifying you of changes to our services;
- supporting our marketing and publicity campaigns via social media, website, press releases, books, papers and display materials at conferences and shows.
- sending you communications which you have requested and that may be of interest to you. These include newsletters and information about campaigns and activities and promotions of goods and services; and

- processing grant or funding applications.

6. How long we will keep and store your data?

All data is stored securely and will not be held for any longer than is necessary for the purposes for which it was collected, unless we are legally required to do so.

7. Who has access to your data?

Staff will only have access to personal data and information that is relevant to their roles or work they are involved with.

We do share personal information with our third party suppliers and agents who act on our behalf in the delivery of our products and services. This is on a need to know basis and does not include the provision of sensitive information.

We do not share information to third parties for marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

8. Data Subject rights

Under UK data protection law, you have certain rights over the personal information that we hold about you. Here is a summary of the rights that we think apply:

[Right of access](#)

You have a right to request access to the personal data that we hold about you.

You also have the right to request a copy of the information we hold about you, and we will provide you with this unless legal exceptions apply.

If you want to access your information, please send a description of the information you would like to see and proof of your identity by post to the address provided below.

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[Right to have your inaccurate personal information corrected](#)

You have the right to have inaccurate or incomplete information we hold about you corrected. The accuracy of your information is important to us so if you change email

address, or if you believe any of the other information we hold is inaccurate or out of date, please contact us via email or post (see below). Alternatively, you can telephone 0121 285 0924.

[Top of section](#)

Right to restrict use

You have a right to ask us to restrict the processing of some or all of your personal information if there is a disagreement about its accuracy, or if we are not lawfully allowed to use it.

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Right of erasure

You may ask us to delete some or all of your personal information and in certain cases, and subject to certain exceptions, we will do so as far as we are required to. In many cases, we will anonymise that information, rather than delete it.

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Right for your personal information to be portable

If we are processing your personal information (1) based on your consent, or in order to enter into or carry out a contract with you, and (2) the processing is being done by automated means, you may ask us to provide it to you or another service provider.

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Right to object

You have the right to object to processing where we using your personal information. To do this please contact us by either telephone, email or in writing to the address below.

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If you want to exercise any of the above rights, please email us at office@bep.education or write to the Privacy Officer, Birmingham Education Partnership Ltd, G4-G5 The Arch, 48-52 Floodgate Street, Birmingham B5 5SL. We may be required to ask for further information and/or evidence of identity. We will endeavour to respond fully to all requests within one month of receipt of your request; however, if we are unable to do so we will contact you with reasons for the delay.



Please note that exceptions apply to a number of these rights, and not all rights will be applicable in all circumstances. For more details we recommend you consult the guidance published by the UK's [Information Commissioner's Office](#).