



## **PRIVACY NOTICE - Policy**

**Approved by Directors:**

**November 2025**

**Review date:**

**November 2026**

**DIRECTOR LEAD**

### **The categories of the information that we process include:**

- personal identifiers and contacts of school leaders and staff attending eCAPH events/training (such as name, contact details and address)
- characteristics (such as ethnicity, language)
- medical and administration (such as allergies, medication and dietary requirements)
- attendance at events
- roles and responsibilities within current/previous schools
- staff employed directly/indirectly by eCAPH, financial information relating to payments of salary etc.

### **The categories of sponsor or company information that we process if additional to the above:**

- financial information of companies relating to payments for sponsoring eCAPH events etc.
- terms and conditions of company information for the purpose of compliance
- personal identifiers and contacts of company organisers with whom we do business with

### **Why we collect and use this information**

We collect and use the above information, for the following purposes:

- a) to support the activities and events organized by eCAPH for the benefit of its members
- b) to monitor and report on progress of events/school support as identified in our business plan.
- c) to provide additional income for eCAPH through our work with sponsors
- d) to help assess the quality of our services
- e) to keep stakeholders safe (food allergies, or emergency contact details)

### **Collecting information**

We collect the information predominantly via email which is sent by schools/organisations to the eCAPH Business Manager, and/or Chair/s. Sometime this includes Executive members and Directors.

In order to comply with the data protection legislation, eCAPH will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing data

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://ecaph.org/>

## Who we share information with:

- school leaders who are members of eCAPH
- the local authority if specific to an event or initiative supporting school improvement
- sponsors if there are specific requests for information
- venue organisations for our events

## Why we share information

We do not share information about our eCAPH members with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data (SAR - subject access request)

The UK GDPR gives certain rights about how information is collected and used. To make a request for your personal information, please contact eCAPH Business Manager ([businessmanager@ecaph.org](mailto:businessmanager@ecaph.org) )

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time (where relevant)
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting eCAPH Business Manager – [businessmanager@ecaph.org](mailto:businessmanager@ecaph.org)

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in November 2025

## **Contact**

If you would like to discuss anything in this privacy notice, please contact eCAPH Business Manager, [businessmanager@ecaph.org](mailto:businessmanager@ecaph.org)

eCAPH, c/o Gainsborough Primary & Nursery Academy

Belgrave Road

Crewe

Cheshire

CW2 7NH

01270 696810