

<b>Privacy Notice – Accidents at the School/College</b>
<p><b>What is our lawful basis for processing this data</b> Legal obligation</p>
<p><b>What data do we collect</b> Name, address, telephone number, details of accident</p>
<p><b>Why do we need it and what do we do with it</b> We are required by law to record and report major accidents on our premises.  Copies are stored in our Admin Office.</p>
<p><b>How long do we keep it</b> Adults: Date of incident + 7 years Children (under 18): Date of Birth + 25 years</p>
<p><b>Who we share this information with and why</b> We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.</p>
<p><b>What are your rights</b> You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).</p> <p>You have the right to:</p> <ol style="list-style-type: none"> <li>1. Ask for a copy of the information that we hold about you;</li> <li>2. Correct and update your information;</li> <li>3. Withdraw your consent (where we rely on it).</li> <li>4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.</li> <li>5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;</li> <li>6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.</li> </ol> <p>Please see our <a href="#">Data Protection Policy</a> for further information and for details of how to make a request.</p>

#### Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: LIPA Multi Academy Trust

Postal address:  
LIPA Multi Academy Trust,  
Upper Duke Street  
Liverpool  
L17BT

Phone:  
LIPA Primary and High School: 0151 958 0020  
LIPA Sixth Form College: 0151 330 3232

Our Data Protection Officer is Nicola McFerran, you can contact them at [DPO@lipaprimary.org](mailto:DPO@lipaprimary.org)

#### Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at [DPO@lipaprimary.org](mailto:DPO@lipaprimary.org)

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Phone: 0303 123 1113