

Privacy Notice for Training Bookings

Privacy notice – how Keystone Academy Trust uses attendees’ information

About Us

This privacy notice explains how Keystone Academy Trust (the trust) collect, use, share and retain personal data about individuals who book on to training courses provided by Keystone Academy Trust, via our booking system BookitBee and includes where they elect to make immediate payment via Stripe. This notice is provided in accordance with Articles 13 and 14 of the UK GDPR.

Keystone Academy Trust is the data controller for the personal data collected through our training course booking system. The Chief Executive Officer (CEO) is responsible for data protection compliance on behalf of the Trust.

Data Controller

Keystone Academy Trust
Westbourne Park, Bourne, Lincs. PE10 9QS
Website: www.keystoneacademytrust.org.uk

Data Protection Officer (DPO)

Joe Lee
Ark ICT Solutions
Email: DPO@ark.me.uk

What personal data do we collect?

When a school books to attend a training course via BookitBee, the personal data we will collect includes:

- Attendee name
- Email address
- School name

Providing your name, email and school is necessary to enable us to process your booking. Without this information, we may not be able to provide the service. We only collect the minimum information necessary to manage bookings in line with data minimisation principles.

Why do we collect your personal data?

We collect and use your information to:

- Process and manage bookings for Keystone training courses
- Communicate with you about your booking (e.g. confirmations, updates)
- Manage payments and financial records

Lawful Bases for Processing

We process your personal data under the following lawful bases:

- Contractual necessity – to process your booking and deliver the service.
- Legitimate interests – to administer bookings and maintain communication with schools.

How do we collect your information?

Your data is collected when you:

- Complete a booking form via our website (hosted through Bookitbee)

- Make a payment using Stripe
- Complete a MS form

How do we keep your data safe?

We have a Data Protection Policy which sets out how we aim to keep your personal data secure. The policy can be found on the trust's website www.keystoneacademytrust.org.uk.

Your data may be processed outside the UK where our service providers operate globally (e.g. Stripe). Where this occurs, appropriate safeguards (such as standard contractual clauses) are in place.

Who do we share your data with?

We will only share information when it is necessary to do so for the purpose of holding our training courses or to fulfil legal obligations.

We share your data only where necessary with trusted service providers:

- Bookitbee (LIVE IT Ltd) – booking platform provider
- Stripe – payment processing provider
- Venues – where a list of attendees is required, your name and school name will be shared. Please note email addresses are not shared with anyone outside of Keystone Academy Trust without your permission.

These organisations act as data processors, processing your data on our behalf in accordance with GDPR requirements.

Stripe may act as either a data controller or processor depending on the transaction context.

We ensure all third parties have appropriate security measures in place to protect your data.

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the trust's Records Management Policy which you can find on our website www.keystoneacademytrust.org.uk.

We retain your personal data only for as long as necessary to:

- Manage bookings and fulfil contractual obligations
- Comply with financial and audit requirements

Typically, booking-related data is retained in line with financial record-keeping requirements.

How we protect your data?

We take appropriate technical and organisational measures to keep your data secure, including:

- Secure third-party systems (Bookitbee and Stripe)
- Restricted access to personal data
- Regular review of data handling practices

Your Rights

You have specific rights to the processing of your data; these are the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion (where applicable)
- Object to or restrict processing
- Withdraw consent (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

Where we rely on consent for a specific, limited purpose, you have the right to withdraw your consent at any time.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Joe Lee, Ark ICT Solutions, Data Protection Officer, DPO@ark.me.uk
- Email: tracey.roscher@keystonemat.org

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO)
www.ico.org.uk

We may update this privacy notice from time to time. The latest version will always be available on our website.