



Privacy Notice

Email Subscribers

Last Reviewed	June 2026
Reviewed By (Name)	Tammy Pyszky
Job Role	Head of Data Protection
Next Review Date	June 2027
V2 Produced June 2026	Added section on data subject rights Added additional information regarding complaints

This document will be reviewed annually or sooner if significant changes are made to the law or to how we process your personal data.

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Privacy Notice - For Email Subscribers

1. What this Privacy Notice is for

The Co-op Academies Trust collects, holds, uses information to communicate with individuals regarding our Initial Teacher Training (ITT) programme. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data.

“Processing” data means anything that we do with it, such as collecting, storing, using, sharing and disposing of it.

For the purposes of Data Protection legislation the Co-op Academies Trust is a data controller and is registered as such with the Information Commissioner’s Office.

2. The types of information that we may process

If you subscribe to receive email updates from us, we may process the following personal data relating to you:

- Your name
- Your email address

3. Why we collect and use your information

We collect this information in order to be able to send you regular updates regarding our ITT Program.

Under the General Data Protection Regulation (UK GDPR), we rely on the lawful basis of Article 6(a) Consent to send you these emails. You provide this consent by actively ticking the ‘opt in’ box on our website and providing us with your details. You have the right to withdraw this consent at any time by clicking on the ‘unsubscribe’ link at the bottom of our emails or by emailing us directly using the contact details below.

4. How we collect your information

When you opt in to receive our email updates, you will be asked for your name and email address.

5. How, where and for how long will we store your information.

Your details will be stored securely in our Google Workspace Environment, with access restricted to authorised personnel only.

Updates are sent via Google Mail, ensuring that we use the Blind Carbon Copy function to ensure your email is not visible to other subscribers.

We only keep personal data for as long as is necessary. Your details will be held for a maximum of 12 months from the date you subscribe to receive our ITT updates. After 12 months your data will be permanently deleted from our system. Should you wish to continue receiving emails after this period, you will be invited to re-subscribe.

6. Who we share your information with

We will not share your data with any third parties for marketing purposes.

7. International Transfers

We will not transfer your personal information outside of the UK and the European Economic Area (EEA).

8. Freedom of Information Act and Environmental Information Regulations 2004

As a public body, our Trust is subject to requests made under the above legislation. However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

9. Requesting access to your personal data, and other rights

Under data protection law, you have the right to request access to information that we hold about you.

You also have the right to:

- be informed about the collection and use of your personal data.
- have inaccurate personal data changed, or completed if it is incomplete.
- have your data erased, often known as the 'right to be forgotten'
- restrict the way we are using your information, although, as above this is a limited right.
- object to the way we are using their information; though other than for marketing purposes, this is also limited as above.

Where we rely on your consent to collect and use personal data, 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 – our contacts are at the end of this document.

Pupils and their families also have rights in relation to automated decision making and profiling, though these are not currently relevant as we don't carry out automated decision making or profiling.

Finally, pupils and their families have the right to complain about the way we use their personal information to us in the first instance, and then to the ICO, or to seek compensation through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the relevant academy office in the first instance.

Updates to this privacy notice

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 June 2026

10. Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance. A copy of our complaints process can be located on the Trust website [here](#).

For general enquiries please contact: admin@coopacademies.co.uk

You may also contact the Trust's Data Protection Officer on the details below:

Tammy Pyszky

data@coopacademies.co.uk

07815654419

If you are dissatisfied with our response to your concerns you can contact the ICO (contact details below) quoting our ICO registration number ZA201403 and stating that the Data Controller is The Co-op Academies Trust.

Information Commissioners' Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Website: <https://ico.org.uk/concerns/>