



PRIVACY NOTICE - ABBEY MAT ORACY DAY (25 JUNE 2026)

Abbey Multi Academy Trust is the data controller for the personal information you provide when booking a place at our Trust Oracy Day.

What information we collect

We will collect the following personal data:

- Name
- Email address
- Role and organisation (including organisation type)
- Invoice email address (for payment processing)
- Workshop preferences and experience level
- Accessibility requirements
- Dietary requirements
- Photography and video preferences
- Marketing preferences

How we use your information

We use your information to:

- Administer your booking and deliver the event
- Communicate key information about the event
- Allocate workshops and prepare event materials (e.g. name badges)
- Process invoices and payments
- Ensure appropriate accessibility and catering arrangements

Lawful basis for processing

- We process your personal data as necessary to fulfil your booking and deliver the event (contract)
- Financial data is processed to comply with our legal obligations
- Accessibility and dietary information is processed only where necessary to support your participation

We rely on your consent for:

- Receiving marketing communications
- Use of your image in photographs or video recordings

Accessibility and dietary information (special category data)

Where you provide information about accessibility or dietary needs, this may include sensitive personal data (e.g. health information).

- Providing this information is optional
- It will only be used to support your participation in the event
- It will be handled securely and deleted shortly after the event



Photography and video

Photographs and video recordings may be taken during the event. You can choose whether and how your image is used (see consent options below). You can withdraw your consent at any time.

Feedback

We may collect feedback after the event. This will be anonymous unless you choose to provide your details.

How we store your data

Your data will be securely stored within Abbey Multi Academy Trust systems using Microsoft Forms and Microsoft 365. Access is limited to authorised staff, and appropriate technical and security measures are in place to protect your information. We will only keep your data for as long as necessary and will securely delete it when no longer required.

How long we keep your data

- Event administration data: retained only as long as necessary for operational and financial purposes
- Marketing data: retained until you withdraw your consent
- Images/videos: retained for a limited period (typically up to 2 years) or until consent is withdrawn

Your rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Withdraw consent at any time (where processing is based on consent)

To withdraw consent (e.g. marketing or images), please contact: marketing@abbeytrust.org

Further information

For more information about how we handle personal data, please see our Trust privacy policies on our website. You can also contact our Data Protection Officer (DPO) for further information: dpo@abbeytrust.org