

*'...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow  
weary,  
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope

Multi Academy Trust Policy

Common Trust Policy Notice, Use as Published

Privacy notice for Governors, Trustees and Members

Date adopted by Trust Board: 23/05/2018

Date of Review:

Date of next Review:

Date Adopted by Local Governing Body:

# Privacy notice for Governors and Trustees

## Introduction

Under data protection law, individuals have a right to be informed about how the Trust and its Academies use any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the Trust in a Governance capacity. Please note that any references to school in this document mean an academy within the Trust.

Aquila, The Diocese of Canterbury Academies Trust, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Tracey Howard.

## The personal data we hold

We process data relating to those acting in a Governance capacity both at Trust level and in each of our schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

## Why we use this data

The purpose of processing this data is to support the Trust and our Academies to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' trustees details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Make contact with you for Trust related matters

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example:

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

## **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **Data sharing**

The Canterbury Diocese Board of Education administer governor appointments on behalf of the of the academies within the Trust. As a result, we have signed a Data sharing agreement for this information to be held by them.

We do not share information about you with any other third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Our professional advisers and consultants
- Police forces, courts

## **Transferring data internationally**

We will never transfer personal data to a country or territory outside the European Economic Area.

## **Use of your personal information for marketing purposes**

Where you have given us consent to do so, the trust will send you emails promoting Trust events, services and other information relating to your work as a governor or a trustee. You can "opt out" of receiving these e-mails at any time by updating your preferences in Governorhub, or by contacting our data protection officer.

## **How we store this data**

Personal data is stored in accordance with our Data Protection and Records Management Policy.

Your data will only be kept in the following places

<b>Externally</b>	With the Diocese of Canterbury for the purposes of administering Governor positions
<b>Centrally</b>	The Details of Trustees are administered and managed by the Trust Central team. Paper forms are kept in secure cabinets. All Governors and Trustees information will be stored electronically in Governorhub
<b>Locally</b>	On the Single Central Record for your Academy. Trustees and members are on the Trust Single Central Record.
<b>Nationally</b>	Your name and term of office will appear on the Get Information About Schools website. Your school will update this information for Governors. Trustees and Trust Board Members will be registers at Companies House. The Trust central team will update this information.

## Your rights

### How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer **Tracey Howard** who is contactable via **01303 297020** or **thoward@diocant-aquila.org**