

## Privacy Notice (How we use member, trustee, governor and clerk information)

### The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, email address and telephone number, date of birth)
- qualifications, skills, previous and current employment

### Why we collect and use this information

We use your data to:

- enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- enable individuals to be kept informed of governance training and relevant information
- To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment

### The lawful basis on which we process this information

We process this information under Legal Obligation as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS) and Companies House about new member, trustee and governor appointments, it is a statutory requirement for all governors to have an enhanced DBS check and it is a statutory requirement that the Trust and schools websites include member/trustee/ governor and clerk information.

### Collecting this information

The information will be collected via a new governor starter form by the clerk to governors.

### Storing this information

We hold member, trustee, governor and clerk data for the length of time that the individual serves or until the clerk resigns plus 14 days. The Trust and schools' website must include certain information on trustees and governors that have served in the last 12 months (name, category of governor, term of office, appointed by, conflict of interest)

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## Who we share this information with

We routinely share this information with:

- the local authority – Governor Support
- the Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association\*
- Governor Hub
- School Office
- Other governors on the same Governing Board or in the same MAT
- Companies House (Trustees only)
- Disclosure and Barring Service

\*Optional subscription

## Why we share member, trustee, governor and clerk information

We do not share information about members, trustees, governors or clerks with anyone without consent unless the law and our policies allow us to do so.

### Local authority

We are required to share information about our governance members with our local authority (LA) due to subscribing to the Governor Support Service.

Governor Support requests details of the clerk to governors even if the governing board does not subscribe in order that information from the LA that is relevant to all governing boards can be circulated.

### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis, through Get Information About Schools (GIAS).

### National Governance Association (NGA)

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have email names and email addresses. Home addresses for those trustees/governors receiving the hard copy of the NGA magazine will also be supplied. In order for the clerk to pass on email details to the NGA a member, trustee or governor will be required to give complicit consent. An individual can unsubscribe at any time.

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### **Governor Hub**

Sharing of governance information (minutes, agendas, supporting papers for meetings) is managed through Governor Hub ensuring that it is not necessary for individuals to hold these papers on personal electronic devices.

### **School Office**

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school.

### **Other members/trustees/governors on the same Governing Board or in the same MAT**

For ease of communication and if appropriate contact details may be shared with other members/trustees/governors on the same board or in the same MAT.

### **Companies House (Trustees only)**

In accordance with Sections 167 & 167D of the Companies Act 2006 anyone on the Trust Board of an Academy must be registered with Companies House as you are a Director of the Company.

### **Disclosure and Barring Service**

All maintained school governors and all academy Members, Trustees and individuals on any LGBs in a MAT are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks in schools are within the statutory guidance, Keeping Children Safe in Education (KCSIE).

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Clerk to the Governing Board.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the Chair of the school Governing Board in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

If you would like to discuss anything in this privacy notice, please contact the Clerk to the Governing Board.

July 2018