Privacy Notice – Governors & Trustees

Policy Code:	Gov2

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1. Introduction

Schools and educational trusts are the data controllers for Trustee and Governor information and have a duty to inform existing and potential Trustees and Governors how they process the data that is in their control.

1.1

- Meet legal requirements imposed upon us such as our statutory duties in respect of governance and such as our duty to safeguard pupils.
- For the purpose of meeting the statutory duties placed upon the Trust in accordance with the lawful basis of legal obligation, establish and maintain effective governance across the Academy Trust and academies/schools.
- Academy Trusts, under the 'Academy Trust Handbook' (https://www.gov.uk/guidance/academy-trust-handbook) have a legal duty to provide the governance information as detailed above.

4.2   We may also use personal information about you where:

- You have given us consent to use it in a certain way. 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 the Trust's use of your data.

5.   How do we collect your information?

5.1   We collect this information from information you send directly to us.

This is usually through:

- Trustee and Governor application forms
- DBS form

information about Governors/Trustees.
- Those Local Authorities we operate in – to meet our legal obligations to share certain information with them, such as details of Governors/Trustees.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Trustee support.
- Professional advisers and consultants.
- Employment and Governor/Trustee recruitment agencies.
- Police forces, courts.

7.3   **Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

7.4   **Local Authority data enGB**

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter.

You can also contact the DfE directly using its online contact form by following this link: https://www.gov.uk/contact-dfe.

7.7   We will never rent or sell your data to any third party for their own marketing purposes, and we will only disclose your data to another third party without your express consent when we are legally required to do so.

7.8   We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.

8.   Transferring data internationally

8.1   Where we transfer personal data to a country or territory, we will do so in accordance with Data Protection law.

9.   Your rights

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

- Request access to the information the Trust or school holds about you.

11.   Contact Details

11.1   If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our DPO - details below:

> Sarah Fardell, Data Protection Officer, Community Inclusive Trust
> Telephone: 03300 585520
> E-mail: DPO@citacademies.co.uk

The postal address of the Trust is:

> Community Inclusive Trust
> Warwick House
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> Long Bennington
> NG23 5JR