



# Privacy Notice for Members/Trustees/Governors September 2019

*Office use*

<b>Published:</b> May 2018 Updated September 2019 – minor changes	<b>Next review:</b> September 2020	<b>Statutory/non:</b> Compliance with GDPR regulation	<b>Lead:</b> Alison Elway Head of Governance Head Office
<b>Associated documents:</b>			
General Data Protection Regulation (GDPR) policies on <a href="http://www.dalp.org.uk">www.dalp.org.uk</a>			
<b>Links to:</b>			
Information Commissioner Office guidance			

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## **1 Privacy Notice for Members/Trustees/Governors**

Under data protection law, individuals have a right to be informed about how the academies within Diverse Academies uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Members/Trustees/Governors.

Diverse Academies Trust (DAT) and National Church of England Academy Trust (NCEAT), together 'Diverse Academies', are the 'data controllers' for the purposes of data protection law. You can contact the Data Protection Officer for more information (see 'Contact us' below).

## **2 The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about members/trustees/governors includes, but is not restricted to:

- Current and previous contact details – title, name(s), address(es), email address, telephone contact details
- Current governance positions (type of role appointed to, any positions held on an academy board and term of office)
- Previous governance positions (type of role appointed to, any positions held on an academy board, terms of office served and reasons for resignations/suspensions)
- Training records (of attendance at organised/commissioned training events)
- Signed Declaration of Eligibility and Register of Pecuniary Interest forms
- Information provided by individuals as part of an application form to facilitate the appointment procedure

## **3 Why we use this data**

We use this data to:

- Comply with the law regarding Section 72 of the Education and Inspections Act 2006
- Comply with the statutory requirements for recording governance within the Academies Financial Handbook, Funding Agreement, Articles of Association and Get Information About Schools on the DfE database

- Provide appropriate statutory advice and guidance
- Deliver governor advice, guidance, information and training

#### **4 Our legal basis for using this data**

We only collect and use member/trustee/governors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (see above)
- We provide governor advice, guidance, information and training

#### **5 Collecting this information**

The information we collect about members/trustees/governors is provided by either the Trust or academy involved, the Company Secretary, Clerk to Governors or individual members/trustees/governors or prospective members/trustees/governors.

#### **6 How we store this data**

We keep the personal information about members/trustees/governors while they are appointed to the role. This is stored secure on IT and manual systems and is only accessible by specific people who need this information. We may also keep it beyond their governorship in line with our Records Management and Retention Guidelines [www.dalp.org.uk](http://www.dalp.org.uk) if this is necessary in order to comply with our legal obligations.

#### **7 Data sharing**

We do not share information about members/trustees/governors with any third party without consent unless the law and other valid obligations require us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about members/trustees/governors with:

- Other academies within the Trust where appropriate
- The Department for Education
- Appropriate regulators i.e. Ofsted, Regional Schools' Commissioner

## 8 Other rights

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

- Right to Access
- Right to Rectification
- Right to Erasure
- Right to Restriction
- Right to Data Portability
- Right to Object
- Right to Complain

If you have any queries regarding any of the above information we hold, please contact the Data Protection Officer whose contact details are recorded below.

## 9 What decisions can you make about your information?

You are able to make various decisions about your information. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you object to us using your information and if we are legally able to we will stop using your information if you tell us not to
- you would like us to update the information we hold about you
- you would prefer that certain information is kept confidential.

You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and who we have shared it with;

- you can ask us to delete the information that we hold about you in certain circumstances

To exercise any of these rights, please view our General Data Protection Regulation (GDPR) policy [www.dalp.org.org](http://www.dalp.org.org) or contact the Clerk to Governors in your academy in the first instance. Alternatively, contact our Data Protection Officer Alison Elway at [gdpr@dalp.org.uk](mailto:gdpr@dalp.org.uk)

## 10 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, Mrs Alison Elway:**

Data Protection Officer  
Diverse Education Centre  
Old Hall Drive

Retford

Notts

DN22 7EA

Email: [gdpr@dalp.org.uk](mailto:gdpr@dalp.org.uk)

## 11 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 via [gdpr@dalp.org.uk](mailto:gdpr@dalp.org.uk)

If your queries are not appropriately resolved, 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