



Multi Academy Trust Policy

Common Trust Policy, Use as Published

## **Privacy Notice for Governors, Trustees and Members**

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## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school / trust uses any personal data that 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 our Trust in a governance capacity, including members and trustees**.

Our Trust, Aquila, The Diocese of Canterbury Academies Trust, uites 19 & 20, Motis Business Centre Cheriton High Street, Folkestone CT19 4QJ is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Tracey Howard (see 'Contact us' below).

## 2. The personal data we hold

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

- Personal and contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service (which will include section 128 where appropriate) in respect of criminal offence data.

## 3. Why we use this data

We use the data listed above 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

### **3.1 Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you messages by email or text promoting school/Trust events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us.

### **3.2 Use of your personal data in automated decision making and profiling**

We don't currently put your personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

## **4. 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

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 would go about withdrawing consent if you wish to do so.

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

### **4.1 Our basis for using special category data**

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law

- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## 6. How we store this data

We keep personal information about you while you volunteer at our school/Trust. We may also keep it beyond your work at our school/Trust if this is necessary. Our record retention schedule/records management policy sets out how long we keep information about governors/trustees and other volunteers.

AQUILA DATA RETENTION POLICY CAN BE FOUND AT [www.aquilatrust.co.uk](http://www.aquilatrust.co.uk)

Your data will only be kept in the following places

<b>Externally</b>	Governor and Trustee information will be stored electronically in Governorhub, National Governors Association and GRC One Risk Management. Governors and Trustees can choose to share their information with Learning Link for training purposes.
<b>Centrally</b>	The details of Trustees and Local Governors are administered and managed by the Trust Central team. Electronic forms are kept in our central servers.
<b>Locally</b>	For Governors, in the Single Central Record for your school. Trustees and members are on the Trust Single Central Record.

<b>Nationally</b>	<p>Your name and term of office will appear on the Get Information About Schools website. Your school will update this information for Governors and the Trust will upload the statutory information required for Trustees.</p> <p>Trustees will be registered at Companies House. The Trust central team will update this information.</p> <p>Trustee names will be published on the Trust website</p> <p>Governor names will be published on school websites</p>
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We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## 7. Who we share data with

For Church of England Schools, we will share the name and term of office for every governor and the email and contact number of the Chair of the Local Governing Board with the Canterbury Diocesan Board of Education.

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
- Professional advisers and consultants
- Police forces, courts, tribunals

### 7.1 Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 8. Your rights

### 8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold personal information about you, we will (subject to any exemptions that may apply):

- 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 the 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 the school or Trust.

## **8.2 Your other rights regarding your data**

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

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

## **9. 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

## **10. Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Aquila's Data Protection Officer:

Aquila Data Protection Officer is:

Tracey Howard [DPO@aquilatrust.co.uk](mailto:DPO@aquilatrust.co.uk)