

PRIVACY NOTICE FOR MEMBERS, TRUSTEES AND LOCAL GOVERNORS

1. The categories of governance information that we collect and process include:

- 1.1 Personal identifiers, contacts and characteristics
 - Name
 - Contact details: postal and email address; telephone number(s)
 - Identification: date and place of birth; nationality; previous names used; references taken up as part of the appointment process where applicable
- 1.2 Governance details
 - Role and any specific responsibilities
 - Appointing body or electorate
 - Term of office including start and end dates
 - DfE Governor ID number
 - Pecuniary and business interests
 - Governorships at other institutions
- 1.3 We do not currently collect or process any special category information.

2. Why we collect and use governance information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements. We collect and use governance information, for the following purposes:

- 2.1 To meet the statutory duties placed upon us
- 2.2 To communicate with you regarding your role
- 2.3 To enable you to access any training or governance resource service that the Trust or school subscribes to
- 2.4 To enable you to access any secure areas of the Trust or school website
- 2.5 To enable you to maintain contact with other members, trustees or local governors

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- 2.6 For the purpose 2.1 named above in accordance with the legal basis of Legal Obligation
- 2.7 For the purpose 2.2 named above in accordance with the legal basis of Legal Obligation
- 2.8 For the purpose 2.3 named above in accordance with the legal basis of Legal Obligation

- 2.9 For the purpose 2.4 named above in accordance with the legal basis of the consent you provide when we collect your data
- 2.10 For the purpose 2.5 named above in accordance with the legal basis of the consent you provide when we collect your data

Under the [Academy Trust Handbook](#) academy trusts have a legal duty to provide the governance information as detailed above.

3. Collecting governance information

We collect personal information via:

- 3.1 Data capture form completed by newly appointed members, trustees and local governors
- 3.2 Declaration of interest form completed by newly appointed members, trustees and local governors
- 3.3 Declaration of interest form completed by all members, trustees and local governors on an annual basis
- 3.4 Directly from members, trustees and local governors where they notify us of a change of contact details or circumstances

Governance data is essential for the Trust's and the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

4. Storing governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.own-trust.education

- 4.1 Electronic data is kept securely; devices on which data is stored are password protected; only authorised persons will be able to access your data; we do not use storage modules such as memory sticks or SD cards to hold or transfer your data. Electronic data is backed up to cloud storage.
- 4.2 Physical data is stored securely; all governance data is held in locked storage located at The OWN Trust Central Office, Woodston Primary School. Access to physical data is via the Governance & Compliance Manager.

5. Who we share governance information with

We routinely share this information with:

- 5.1 The Department for Education (DfE) in accordance with our legal obligations; DfE will publish online some, but not all, data we are obliged to supply via the GIAS (Get Information About Schools) information service
- 5.2 The school for which you are a local governor
- 5.3 Other members, trustees or local governors, subject to your consent
- 5.4 Providers of training or governance resource services that the Trust or school subscribes to. Examples include, but are not limited to, the local authority, The Key for School Governors, The National Governors' Association

5.5 The Local Authority where applicable

6. Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

7. Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the [Academy Trust Handbook](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls that meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

8. 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 dpo@own-trust.education

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance – dpo@own-trust.education or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

9. Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dpo@own-trust.education

10. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 06 June 2022.

11. Contact

If you would like to discuss anything in this privacy notice, please contact: Governance & Compliance Manager, OWN Trust, governance@own-trust.education

12. How Government uses your data

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

13. Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

14. How to find out what personal information DfE holds about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

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