



ST. MARY'S
ACADEMY TRUST

St Mary's Academy Trust

Privacy Notice for Governors/Trustees

Last Updated: November 2019

PRIVACY NOTICE FOR GOVERNORS/TRUSTEES

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

We comply with this right to be informed 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 we employ, or otherwise engage, to work at our school.

St Mary’s Academy Trust are the “Data Controller” for the purposes of data protection law. Our Data Protection Officer is Jo Hudson, see “contact us” below.

Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

Personal Data we hold about you

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

- Contact details – name, telephone number and address
- Date of birth, marital status and gender
- Business Interest – place of work
- Identification documents
- Information acquired as part of your application to become a Governor /Trustee

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, beliefs, sexual orientation and dependant responsibilities
- Health, including any medical conditions and sickness records

Why we use this data

The purpose of processing this data is to help us run the school and meet our legal obligations, including to:

- Facilitate safe appointment of Governors/Trustees, as part of our safeguarding obligations towards pupils
- Support effective governance

Our Legal Basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly we process it where we need to: -

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly we may also process your personal data in situations 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)

Where you have provided us with consent to use your data, you have the right to withdraw consent of the use and storage of your data at any time unless we have a legitimate basis for doing so in law. You can withdraw your consent in writing to the Chief Executive.

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

Collecting this information

While the majority of information we collect about you is compulsory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you we make it clear whether providing it is compulsory or optional. If it is compulsory we will explain the possible consequences of not complying.

We collect personal information about governors through the application and recruitment process, either directly from individuals, the Local Authority or the Diocese. We will also collect additional personal information in the course of Governor/Trustee activities throughout the term of your appointment.

How we store this data

The information we collate is contained in a secure file which is locked away in the school and an electronic copy on the Trust drive which has restricted access to authorised personnel. This is retained in accordance with the Retention Schedule. We also input your details to Edubase, a government register of educational establishments within England and Wales.

We will retain this file in accordance with the Trust's retention schedule.

The retention schedule is on the Trust's website.

Data Sharing

We do not share information about you with any third party without 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: -

- Our Local authority – to meet our legal obligations to share certain information with it
- The Department For Education - Edubase
- Ofsted - single central record
- Barnsley Governors Association
- Central and local government
- Companies House
- Our Auditors
- Survey and research organisations
- Professional advisers and consultants
- Police force, courts, tribunals
- Professional bodies
- Other Governors/Trustees

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your Duty to Inform Us of Changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your appointment as a Governor/Trustee.

Your rights regarding personal data

Individuals have a right to make a "subject access request" to gain access to personal information that the School/Trust holds about them.

If you make a subject access request, and if we do hold information about you, we

- Give you a description of the information
- Tell you why we are holding and processing the information and how long we will keep it for

- Explain where we got the information 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 understandable format

If you would like to make a request please contact our Data Protection Officer – Jo Hudson on 01226 282721 who will oversee the collation of this information by the school.

Other Rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine rather than by a person)
- Have inaccurate personal data corrected, deleted or destroyed and in certain circumstances restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer, Jo Hudson on 01226 282721

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, Jo Hudson – 01226 282721.

Alternatively you can make a complaint to the Information Commissioner's Office as follows:-

Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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, Jo Hudson – 01226 282721.