

Governor and Director Privacy Notice

We are the Education and Leadership Trust. In order that we are able to ensure your ongoing service to our school and Trust, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their 'personal data'. This will include data that we obtain from you directly and data about you that is generated as part of the normal working practices associated with your role such as your attendance at meetings.

We are required to hold this data during your term of office and for a period of twelve months after your term ends. Some of this data will also be published or available publicly, such as your name and your business or pecuniary interests. Anything that we do with an individual's personal data is known as 'processing'. This document sets out what personal data we will gather and hold about our governors and directors, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

The categories of governor, Trust board member and director information that we collect, process, hold and share include:

- personal information (such as name, date of birth, photograph)
- address, email addresses, telephone numbers
- special category data (such as disability and impairments, if you have disclosed them to us; and criminal/other court information)
- term of office information (such as start dates and finish dates)
- meeting information (such as the number of invites, meetings attended and apologies)
- skills and training (such as an audit of your skills, and training sessions attended)
- pecuniary interests; including relevant relationships and business interests
- DBS details (date, reference number, notes)
- a record of your acknowledgement and agreement with the governor/trustee code of conduct

Why we collect and use this information

We use governor and director data to:

- comply with the Trust's safeguarding policies and procedures
- comply with legal requirements – including the publication of details on the relevant websites
- enable the development of a comprehensive picture of governor and director skills, interests and backgrounds
- inform the development of current governors and directors and to inform future recruitment needs and skills

The lawful basis on which we process this information

We process this information for particular purposes in connection with your role and term of office. We are required by law to always have a permitted reason or lawful basis for processing your personal data.

Processing of your personal data is:

- necessary for us to comply with legal obligations
- necessary for our legitimate interests or those of third parties e.g. the DfE database (Get Information about Schools), Companies House and other statutory returns
- in the public interest to have well-informed and accountable governing bodies and Trust board

We are required by law to treat certain categories of personal data with even more care than usual. This is called special category personal data.

Processing of your special category data is:

- where you have given explicit consent to the processing through your own submission to The Trust Governor
- it is necessary for reasons of substantial public interest
- it is necessary for data collection purposes for the DfE

Where our processing of your personal data is based on your consent, you have the right to withdraw your consent at any time. If you decide to withdraw consent, we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on – in which case we will let you know.

Collecting this information

Data is collected through the website 'The Trust Governor' and also via documents submitted to the Trust Finance Officer for statutory purposes, such as registration with Companies House (for members of the Trust Board). Governors and directors have complete control over the data that is entered on 'The Trust Governor' and are responsible for ensuring it is kept up to date and accurate at all times.

Storing this information

We hold personal data about governors and directors for the duration of your term of office and for twelve months afterwards, when we are still required to publish, for example, your pecuniary interests and meeting attendance on the school website and in the annual report and financial statements.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)
- our school/Trust community
- the general public – limited details are required on the school website
- One Education – for clerking purposes

Why we share governor information

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. Some information is in the public domain, for example in the DfE's 'Get Information about Schools'.

Our school/Trust community

We are required to share information about our governors and directors as part of their role in being accountable for the performance of the school and Trust and as part of various Trust policies

The general public

We are legally required to declare the names, terms of office, pecuniary interests and meeting attendance of all governors, Trust Board members and directors on our school and Trust websites. In addition, data about Trust Board members and directors is also published in the annual report and financial statements, and by Companies House.

One Education

Currently we use One Education to provide our clerking service. They need details to contact governors and directors, provide minutes and ensure compliance with legal requirements.

Requesting access to your personal data

Most data about individuals is provided by the individual themselves directly and they can see all the data that is held for themselves. However, if any governor or director does wish to make a request for access to their personal data, individuals should contact Debbie Collier, Trust Finance Officer and Data Controller (dcollier@eltrust.org).

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation

- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Debbie Collier, Trust Finance Officer and Data Controller (dcollier@eltrust.org). The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request then the individual will be notified of the reasons why in writing. However, governors and directors should note that withdrawal of consent may mean that they are no longer eligible to serve as a member of a governing body or the Trust Board.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Debbie Collier, Data Controller at dcollier@eltrust.org