

Privacy notice for members/trustees/governors

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1 Privacy notice for members/trustees/governors

Under UK data protection law, individuals have a right to be informed about how the academies within Diverse Academies Trust 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 is the 'data controller' 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).
- Attendance at meetings
- Signed Code of Conduct, Declaration of Eligibility and Register of Pecuniary Interest forms.
- Information provided by individuals as part of an application form to facilitate the appointment procedure including any references that may be taken.

3 Special category data

The academy must also comply with an additional condition where it processes special categories of personal information, and we will take extra care to protect this information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation. We have an

additional document which outlines how we look after special category data which is called an Appropriate Policy Document and it can be found at the end of the Data Protection policy [GDPR.pdf \(diverseacademies.org.uk\)](https://diverseacademies.org.uk/GDPR.pdf)

4 Why we use this data

We use this data to:

- Comply with the law.
- Comply with the statutory requirements for recording governance within the Academies Trust Handbook, Funding Agreement, Articles of Association and Get Information About Schools on the DfE database. This includes recording name, term of office dates, attendance at meetings which is also published on the trust and/or academy website.
- Provide appropriate statutory advice and guidance.
- Deliver governor advice, guidance, information and training.

5 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.

6 Collecting this information

The information we collect about members/trustees/governors is provided by either the trust or academy involved, the Company Secretary, Head of Governance, Governance Professional or individual members/trustees/governors or prospective members/trustees/governors.

7 How we store this data

We keep the personal information about members/trustees/governors while they are appointed to the role. This is stored securely 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 (copy available upon request) if this is necessary in order to comply with our legal obligations.

8 Data sharing

We do not share information about members/trustees/governors outside of the trust 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.

9 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.

10 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 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 Data Protection policy

<https://www.diverseacademies.org.uk/about-us/policies/> or contact the governance professional in your academy in the first instance. Alternatively, contact our Data Protection Officer Alison Elway at gdpr@diverse-ac.org.uk

11 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 Academies Trust
Old Hall Drive
Retford
Notts
DN22 7EA
Email: gdpr@diverse-ac.org.uk

12 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@diverse-ac.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.