



TRUSTEES/GOVERNORS PRIVACY NOTICE:

GENERAL DATA PROTECTION REGULATION (GDPR)

What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process your information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR). The GDPR is a piece of legislation which contains the key laws relating to data protection.

It is important to the school and a legal requirement, that we are transparent about how we process your information. As a school that processes personal information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

This privacy notice describes how we collect and use personal information about you before, during and after your relationship with us as a [governor / trustee], in accordance with the General Data Protection Regulation (GDPR).

We are required under data protection legislation to notify you of the information contained in this privacy notice.

The Data Protection Officer

This privacy notice explains how we collect, store and use personal data about staff members. We, Read Academy are the 'data controller' for the purposes of data protection law. Our data protection officer is Mr Gulam Abbas Hussain (Headteacher).

The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

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.



The type of information we hold about you:

- Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- There are “special categories” of more sensitive personal data which require a higher level of protection.
- We will collect, store, and use the following categories of personal information about you:
 - *Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses*
 - *Date of birth*
 - *Gender*
 - *Occupation*
 - *Start date*
 - *Skills and experience*
 - *Information acquired as part of your application to become a governor / trustee (including copies of identity checks (including, where Standard or Enhanced Disclosure and Barring Service Checks, Barred Lists Checks, and disqualification checks, information about bankruptcy, references and other information included in a CV, application form or cover letter or as part of the application process)*
 - *Information about pecuniary or business held by you or your family members*
 - *Information about other posts held by you*
 - *Information about your conduct*
 - *CCTV footage*
 - *Information about your use of our information and communications systems*
 - *Photographs*
 - *We may also collect, store and use the following “special categories” of more sensitive personal information:*
 - *Information about your race or ethnicity or religious beliefs*
 - *Information about your criminal records, fines and other similar judicial records*

How is your personal information collected?

We collect personal information about governors through the application and recruitment process, either directly from individuals.

We will also collect additional personal information in the course of governor / trustee activities throughout the term of your appointment.



How we will use information about you?

We will only use your personal information when the law allows us to.

Most commonly, we will use your personal information in the following circumstances:

- (a) Where we need to comply with a legal obligation
- (b) Where we need to protect your interests (or someone else's interests)
- (c) Where it is needed in the public interest or for official purposes
- (d) Where we have your consent.

We collect your information to;

- Enable you to serve as a governor.
- Comply with our statutory safeguarding obligations.
- Deliver appropriate training.
- Effectively manage the school.
- Fulfil statutory reporting to the Department for Education.
- Allow you access paperwork securely.

Situations in which we will use your personal information

- The situations in which we will process your personal information are listed below.
- Making a decision about whether to appoint you as a governor
- Dealing with any processes for the election of governors
- Checking your suitability to be a governor
- Complying with our general safeguarding obligations
- Providing information on our website about our governors
- Providing information on any online databases to set out our governance arrangements
- Communicating with stakeholders about the school
- Responding to complaints or investigations from stakeholders or our regulators
- Sending you communications connected with your role as a governor
- Making decisions about your continued appointment as a governor
- Making arrangements for the termination of your appointment
- Education, training and development requirements
- For the purposes of carrying out governance reviews
- Dealing with legal disputes involving you or other stakeholders
- Complying with health and safety obligations
- For the purposes of keeping records about governor / trustee decision-making processes, including copies of minutes, reports and other documentation
- Where you sit on a committee or a panel on a school matter, we may process your name, opinions, comments and decisions attributed to you, for example, if you sit on a panel for the purposes of considering a complaint.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies



- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To maintain and promote equality
- In appropriate circumstances to liaise with regulatory bodies, the Department for Education, the DBS and the Local Authority about your suitability to be a governor or in connection with other regulatory matters.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information. In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage involving governors / trustees will only be processed to the extent that it is lawful to do so.

If you fail to provide personal information

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to discharge our safeguarding obligations) or we may be unable to discharge our obligations which may be in the public interest or for official purposes.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How long will we use your information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

Rights of access, correction, erasure, and restriction

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 trustee / governor.



Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (data subject access request). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party then please contact the Data Protection Officer in writing.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.



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 the data protection officer (Mr Gulam Abbas Hussain).

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Headteacher in the first instance. The headteacher and the data protection team will oversee compliance with data protection and this privacy notice.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.