

## PRIVACY NOTICE FOR GOVERNORS / TRUSTEES

### How we use governor/trustee information – Saracens Multi-Academy Trust

#### The categories of governor/trustee information that we collect, hold and share include:

- Personal information incl. contact details (such as name, address and email address)
- References
- Evidence of qualifications
- Governor/trustee details (such as role, start and end dates, identity documents)
- Employment details
- Information about business and pecuniary interests
- Race, ethnicity, religious beliefs and sexual orientation
- Disability and access requirements
- Right to work in the UK information including references/CV/application form, copies of identification documents including photo ID
- CCTV, access control video/systems and still photography, for safeguarding, health and safety and education purposes.

#### Why we collect and use this information:

- for communication
- to comply with the publication of governor/trustee information including business interests
- to comply with the law regarding data sharing
- to comply with safeguarding regulations
- for safer recruitment, as part of our safeguarding obligations towards pupils
- to maintain effective governance
- to meet statutory obligations for publishing and sharing governor/trustee information
- for equalities monitoring
- for access arrangements.

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

#### The lawful basis on which we process this information:

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which allow and justify our use of your data.

We collect and use governor/trustee information under:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations

- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- The Special Educational Needs and Disability Regulations 2014
- Census Workforce Education Act 1996
- Article 6, and Article 9 (UK GDPR)
- Article 23 UK GDPR (Restrictions prevention, investigation and detection of crime)
- Data Protection Act 2018 Schedule 1 paragraph 18 (Individuals at risk)
- Data Protection Act 2018 Schedule 1 paragraph 8 (Equality of opportunity).

The Department for Education (DfE) process census data under the various Education Acts - further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools> . This data is used for many purposes, including: to inform funding, monitor education policy and school accountability, and to support research.

#### **Collecting governor/ trustee information:**

Whilst the majority of governor/trustee information you provide to us is mandatory, some is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain governor/trustee information to us or if you have a choice in this.

#### **Storing governor/ trustee data:**

Personal data is stored in accordance with the Information and Records Management Society's guidance. We create and maintain a file to store personal information about all governors/trustees. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school. We will retain and dispose of your personal information in accordance with the Trust's Data Retention Policy.

For further information please contact [gdpr@saracensmat.org](mailto:gdpr@saracensmat.org)

#### **Who we share governor/ trustee information with:**

- The Local Authority (Barnet Council) and where relevant other councils
- Barnet Education & Learning Service (BELS)
- Police (DBS), courts, tribunals
- The public (on the SMAT and school websites)
- The DfE - to meet our legal obligations to share certain information with it (Get Information About Schools (GIAS))
- Ofsted
- Online file and organisational management (GovernorHub, shared website area, Google drive and or Office 365)
- Satchel One
- School Booking
- Tes Parents' Meetings (SchoolCloud)
- MS Teams and Zoom, etc.
- Filtering and monitoring - SmoothWall
- InVentry

- Every
- Blue Sky
- IT Provider - ICT Team
- Professional advisers and consultants
- Insurance providers
- Employment and recruitment agencies (usually Principal recruitment)
- Suppliers and service providers - to enable them to provide the service we have contracted
- Auditors
- Any other person/ company or organisation in reasonable circumstances.

#### Why we share governor/ trustee information:

We do not share information about our governors/trustees with anyone without consent unless the law and our policies allow us to do so.

We do share information with the **Local Authority** to help enable governors/trustees to discharge their responsibilities for effective governance and promoting training under the Education Act 2002.

We do share information on request with the **Police, National Security, Defence, Public Security** for the prevention, investigation and detection of crime (Article UK 23 GDPR).

#### Transferring data:

- **Internationally:**  
If we transfer personal data to a country outside the UK, we will do so in accordance with data protection law.
- **Department for Education (DfE):**  
The DfE collects personal data from educational providers and local authorities.  
  
We are required to share information about our governance roles with the DfE in line with The Academy Trust Handbook.  
  
All data is entered manually on the GIAS service and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

#### Requesting access to your personal data:

Under data protection legislation, governors/trustees have the right to request access to information about them that we hold. To make a request for your personal information please contact [gdpr@saracensmat.org](mailto:gdpr@saracensmat.org)

You also have the right:

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

**Contact:**

If you would like to discuss anything in this privacy notice, please contact:

David Powell

[dpo@sapphireskies.co.uk](mailto:dpo@sapphireskies.co.uk)