Privacy Notice – Members/Trustee/Governors

Summary

This document tells you more about the information we collect, what we use the information for, how your information is stored and how long we keep it and what rights you have to the information.

If you are unsure about the validity of the content of this policy please refer to the Policy Owner.

Please Note: This policy is applicable to All settings within the Trust.

Policy owner	**Audit Committee**
Policy holder	**Paul Shanks, Chief Executive Officer**
Author	**Rebecca Schrooder, Trust Operations Manager**
Policy Inventory ID Number	**DP12**
Group Policy Area	**IT Security and GDPR Policies**

Approved by

Consultation Group	**Audit Committee**
Approval Committee	**Audit Committee**
Implementation date	**July 2025**
Review Date	**July 2028**

Version Control

Control No	Change summary	Consultation Group	Effective date
01	Addition of "Members" to the group that this notice relates to.	Audit	June 2024
02	Amendment of phrasing "Academies Financial Handbook" to "Academy Trust Handbook"	Audit	June 2024
03	Added a new section on filtering and monitoring, in line with changes to Keeping Children Safe in Eduction 2023. We also added items to other sections to cover filtering and monitoring.	Audit	June 2024
04	Reviewed with no changes	Audit	June 2025

Privacy Notice – How we use information about Members/Trustee/Governors

The Academy Trust (the Trust) is the data controller for all staff within its Academies and ancillary functions.

To run the Trust and to help learning and achievement for our students, the Trust collects and uses information about Members/Trustee/Governors. In this document the Trust is referred to as 'We' or 'Ours'. Members/Trustee/Governors are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about Members/Trustee/Governors?

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)
- DBS details
- 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
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers).

We may also collect, store and use information about you that falls into "special categories" of more sensitivepersonal data. This may include information about (where applicable):

- Disability and access requirements
- CCTV images captured whilst on any academy site

Why we collect and use this information

We use this data to:

- Establish and maintain effective governance
- Comply with the law

- Comply with the statutory requirements for recording governance within the Academy 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
- In order to respond to investigations from our regulators or to respond to complaints raised by ourstakeholders
- Populate the National Governor Database (Department for Education) in accordance with statutory regulations
- Provide appropriate statutory advice and guidance
- Circulate information to the governing board to enable them to undertake their role and functions
- Deliver governor advice, guidance, information and training
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

Use of your personal data for filtering and monitoring purposes

While you're in any of our trust's schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

The legal basis for using this information

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

Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional.
In addition, if the academy also uses CCTV cameras around the academy site for security purposes and for the protection of staff, pupils and visitors. CCTV footage involving governors and volunteers will only be processed to the extent that it is lawful to do so.

Storing your personal data

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

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
- Local authorities, to meet our legal obligations to share certain information with, such as details of governors
- The Department for Education
- Appropriate regulators i.e., Ofsted, Regional Schools' Commissioner
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Who to contact:

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of staff work for the data controller.

We recommend that you contact the data protection administrator:

Name of Person: Rebecca Schrooder
email address: rebecca.schrooder@eastern-mat.co.uk
Contact number: 01553779685
Contact address: Eastern Multi-Academy Trust, Queen Mary Road, King's Lynn, Norfolk, PE30 4QG

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited
email address: support@gdprsentry.com
Contact number: 0113 804 2035
Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request 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/ or call 0303 123 1113.