

Privacy notice for Trustees/Governors

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

To run the Trust and help learning and achievement for our students, the Trust collects and uses information about Trustee/Governor's. In this document the Trust is referred to as 'We' or 'Ours'. 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 Trustee/Governor's?

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)
- 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

Why we collect and use this information

We use this data to:

- Comply with the law
- Comply with the statutory requirements for recording governance within the Academies Financial 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

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

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
- The Department for Education
- Appropriate regulators i.e. Ofsted, Regional Schools' Commissioner

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: Daryl Unitt
email address: daryl.unitt@emat.uk
Contact number: 07342 712201
Contact address: East Midlands Academy Trust,
Pyramus House, Roman Way, Grange Park,
Northampton, NN4 5EA

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school 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.

Approved: April 2021