

Maiden Erlegh Trust
**PRIVACY NOTICE FOR
GOVERNORS**



MAIDEN ERLEGH
TRUST

Initial approval:	May 2018
Review frequency:	Three Years
Date(s) reviewed:	May 2019, July 2020

Contents

Statement	3
Why we collect and use this information	3
The lawful basis on which we process this information	3
Collecting this information	3
Storing this information	3
Who we share this information with and why	3
Requesting access to your personal data	4
How Government uses your data.....	4
Data collection requirements.....	4
Updates to this privacy notice	5
Further information	5

Statement

This document provides insight into how information about trust governors is used in our school.

The information that we collect, process, hold and share includes:

- Personal information (such as name, contact details, DBS checks)
- Type of governor and start/end dates of term of office
- Business and Financial Interests, including relationships with staff members in school
- Governance roles in other schools
- Attendance at meetings and training sessions
- Bank details (where required for payment of expenses)
- Information relating to the use of remote communication and meeting tools – recordings of these meetings in audio/video format may occur
- CCTV images

Why we collect and use this information

We collect governor data to comply with the requirement to inform parents as well as the DfE and Local Authority.

The lawful basis on which we process this information

We process this information to meet our legal obligation under [section 538 of the Education Act 1996](#) [and academy trusts, under the [Academies Financial Handbook](#)] and also under the 2018 GDPR Articles below, as included in the Data Protection Act 2018.

- 6.1(c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- 6.1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

(See Article 6: <https://gdpr-info.eu/art-6-gdpr/>)

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice.

Storing this information

We hold data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information. We will hold data for a long as necessary in line with our retention schedule, after which the information will be securely destroyed.

Who we share this information with and why

We publish some of this information on our website and routinely share some of it with our Local Authority, the DfE and our Academy Trust, as required, e.g. for data returns. We do not share information about trust governors with anyone else without consent unless the law and our policies allow us to do so. To find out more about the data collection requirements placed on us by the DfE

including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the school using the details at the end of this document.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

If you would like more information about the information that the Local Authority holds about you, please contact: Data Protection Officer at the appropriate local authority

How Government uses your data

The governance data that we lawfully share with the DfE via the 'Get Information About Schools' service (GIAS):

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

Updates to this privacy notice

We may need to update this privacy notice periodically, but we will ensure that governors always have access to the latest version.

Further information

If you would like to discuss anything in this privacy notice, please contact: m.gomm@maidenerlegitrust.org