

Privacy notice for Governors & Trustees

September 2019

Under data protection law, individuals have a right to be informed about how the academy/trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the academy/trust in a voluntary capacity, including governors/trustees.

We, Sentamu Academy Learning Trust, 1 Bilton Grove, Hull HU9 5YB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Emma Brice (see 'Contact us' below).

The personal data we hold

We process data relating to those volunteering at our academies/trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details;
- References;
- Evidence of qualifications;
- Employment details;
- Details of religious affiliations (in relation to Foundation Governor/Trustee roles);
- Information about business and pecuniary interests.

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

- Race, ethnicity, religious beliefs, sexual orientation and political opinions;
- Disability and access requirements.

Why we use this data

The purpose of processing this data is to support the academy/trust to:

- To administer all aspect of governing committee/trust membership to allow members to carry out their statutory duties;
- To record attendance/presence at meetings and actions agreed;
- Establish and maintain effective governance;
- Meet statutory obligations for publishing and sharing governors'/trustees' details;
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils;
- Facilitate necessary training required for Governors and record attendance;
- To inform individuals of news, events, activities or services relevant to their activities as a member of a academy/trust board/committee;

- Undertake equalities monitoring;
- Ensure that appropriate access arrangements can be provided for volunteers who require them.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation;
- Comply with Inspection requirements;
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way;
- We need to protect your vital interests (or someone else's interests);
- We have legitimate interests in processing the data.

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 justify our use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in accordance with our data protection policy & document retention schedule.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the academy/trust.

When your relationship with the academy/trust has ended, we will retain and dispose of your personal information in accordance with our document retention schedule which can be requested from your Clerk or available on the Trust's website www.salt.sentamu.com.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Your data will be treated as strictly confidential and will be shared with members of the organisation (governing committee/trust board/academy/academy trust/Diocese of York).

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees;
- Our Diocese – to meet our legal obligations to share certain information with it, such as details of governors;
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors;
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support;
- Professional advisers and consultants as and when required, such as for Governor training;
- Employment and recruitment agencies as and when required;
- Police forces, courts as and when required.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Use of your personal information for marketing purposes

Where you have given us consent to do so, the academy/trust may send you marketing information by email promoting academy/trust, events, campaigns, charitable causes or services that may be of interest to you. You can opt out of receiving these emails at any time by responding unsubscribe to the sender or by contacting our data protection officer.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the academy/trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

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 our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Emma Brice on 01482 781912 or brice.e2@sentamuacademy.org