

Privacy Notice – Trustees and Governors

Under data protection law, individuals have a right to be informed about how Berlesduna Academy Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Trustees and Governors working with Berlesduna Academy Trust.

Berlesduna Academy Trust, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Lisa Perry (see 'Contact us' below).

The categories of information that we process include:

- Name
- Address
- Contact Details, including email address
- Date of Birth
- Documents to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Bank statements, Birth and Marriage Certificates
- Information about business and pecuniary interests
- Governance details (such as role, start and end dates and governor ID)

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why we collect and use this information

The personal data collected is essential, in order for the Trust to fulfil their official functions and meet legal requirements.

We collect and use this information, for the following purposes:

- a) Meet statutory obligations for publishing and sharing Trustee and Governors details
- b) Establish and maintain effective governance
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Ensure that appropriate access arrangements can be provided for volunteers who require them

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data

All academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide governance information.

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)

Collecting governance information

Governance data is essential for the Trusts operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governance information

We hold data securely for the set amount of time shown in our Records Management Policy. For more information on our data retention schedule and how we keep your data safe, please visit the policy page on the Berlesduna website: <https://berlesduna.co.uk/BATPolicy.php>

Who we share governance information with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

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

- Our local authority Essex County Council
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers: Such as our Management Information System and Training Providers
- Our auditors
- DBS Service
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE)

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the [Academies Financial Handbook](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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, contact the Berlesduna Academy Trust Data Protection Officer, Lisa Perry.

You also have the right to:

- to ask us for access to information about you that we hold
- 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 complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where you have provided us with consent to use your data, you may withdraw this consent at any time. If you change your mind and wish to withdraw your consent, or you are unhappy with our use of your personal data, please let us know by contacting the Berlesduna Academy Trust Data Protection Officer, Lisa Perry.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 8th October 2020.

Contact

If you would like to discuss anything in this privacy notice, please contact the Berlesduna Academy Trust Data Protection Officer, Lisa Perry. Berlesduna Academy Trust, School House, Church Road, Basildon, Essex, SS14 2EX. 01268 464 759. lisaperry@berlesduna.co.uk

How Government uses your data

The governance data that we lawfully share with the DfE via 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 publically 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>