

Privacy Notice

Governors, Directors & Members

1. Introduction

We collect and use the personal information of governors, directors and members so that we can operate effectively as a Trust, meet our legal obligations, and support our governing board/s.

This privacy notice explains how we collect, store and use (i.e. process) your personal information, before, during and after your working relationship with us as a governor, director or member. It also lets you know what rights you have in relation to our processing of your personal information.

If you would like to discuss anything in this privacy notice at any time, please contact:

Trust Data Protection Lead:	Tracey Stratton, Chief Operations Officer, Propeller Academy Trust dpo@propellertrust.org 01235 764504
Data Protection Officer:	Nicola Cook, SchoolsDPO Ltd nicola@schoolsdpo.com 01296 658502

2. The categories of governance information we process includes:

- **Personal identifiers and contacts**, e.g. name, contact details and address, identification documents, photographs, CCTV images
- **Characteristics**, e.g. gender, ethnicity, disabilities, any declared criminal convictions
- **Information** derived from monitoring IT acceptable use standards
- **Recruitment information**, e.g. application, identity checks, copy of passport or similar photographic identification, references

3. Why we collect and use governance information

We collect and use your personal information for the following purposes:

- a. Manage and develop our governor, director, and member recruitment (appointment and election) process
- b. Support you in your governance role and meet your training and development needs
- c. Fulfil our function as a school/Trust and deliver services to our community
- d. Comply with our general safeguarding obligations
- e. Meet our legal obligations in relation to school/Trust governance.

4. Collecting governance information

We collect your personal information through the member, director and governor

application and recruitment processes, either directly from individuals or sometimes from an external organisation such as Governors for Schools, Inspiring Governance, or our Local Authority.

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

5. Storing governance information

Physical and electronic records are held for each governor. Information is held securely on our management information systems and on our school/Trust premises.

We hold your personal information in line with our retention schedule which can be accessed at [The Propeller Academy Trust - GDPR and KCSIE \(propellertrust.org\)](https://propellertrust.org)

6. Who we share governance information with

We routinely share governance information with:

- Our Local Authority to support it in meeting its statutory duties
- The Department for Education, e.g. statutory data collections (see Appendix One for information on how the DfE uses your information)
- Our Disclosure and Barring Service (DBS) checks provider

We may have to share your personal information with:

- Third parties, e.g. Our IT provider or HR provider (if you are involved in a staff disciplinary procedure, for example)
- The Police or other law enforcement agencies
- Our external auditors
- Our legal advisers/other external consultants.

We do not share information about our governors, directors, or members with anyone without consent unless the law and our policies allow us to do so.

When we share your personal information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep your personal information secure and to treat it in accordance with data protection law.

7. The lawful basis on which we use governance information

Our Trust, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR the lawful bases we rely on for processing governance information are:

- We need to comply with a **legal obligation**, e.g. DfE data returns
- We need to meet our **public task** of running a school/Trust and keeping everyone safe
- We have a **legitimate interest**
- We have obtained **consent** to use personal information in a certain way
- We need to protect someone's life (**vital interests**) in an emergency.

Our lawful bases under the GDPR for the purposes listed above in section 3 are as follows:

- a. Manage and develop our member, director and governor recruitment (appointment and election) processes - **public task**
- b. Support you in your governance role and meet your training and development needs - **public task**
- c. Fulfil our function as a school/Trust and deliver services to our community - **public task**
- d. Comply with our general safeguarding obligations - legal obligation, **public task**
- e. Meet our legal obligations in relation to school/Trust governance - **legal obligation**.

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information.

Under Article 9 of the GDPR, if we are processing special category data, we will also rely on one of the following lawful conditions:

- To meet our **obligations as a data controller, or those of data subjects**, in connection with employment, social security and social protection
- For reasons of **substantial public interest**, keeping everyone safe and ensuring **equality of opportunity/treatment**
- To establish, exercise or defend **legal claims**
- To protect someone's life (**vital interests**) in an emergency
- We have **explicit consent**.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1 part 1, paragraphs 1, 8 and 18.

These relate to the processing of special category data for safeguarding purposes and

equality of opportunity/treatment. Our Appropriate Policy Document provides more information about this processing. [The Propeller Academy Trust - GDPR and KCSIE \(propellertrust.org\)](https://propellertrust.org)

8. The lawful basis of consent

Whenever we rely on consent, it must be freely given, informed and clear. Consent can be withdrawn at any time by contacting the Trust lead (details on the first page).

9. Criminal convictions and offences

We process information about criminal convictions and offences under Article 10 of the GDPR because we are required by law to carry out enhanced DBS checks as part of our recruitment processes.

The GDPR Article 6 lawful bases we rely on to process this data are:

- Performance of our **public task**
- Performance of a **contract**.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1:

- Part 2, para 6(2)(a)
- Part 1, para 1.

These relate to the processing of criminal offence data for statutory and employment purposes, respectively. See Part 3 of [Keeping Children Safe in Education](#) for more information.

Our Appropriate Policy Document provides more information about this processing. [The Propeller Academy Trust - GDPR and KCSIE \(propellertrust.org\)](https://propellertrust.org)

10. Your Data Protection Rights

Under the GDPR you have the right to request access to the information about you that we process (a **subject access request**). To make a request for your information please contact the Trust lead (details on the first page).

You also have the right to:

- Have your personal data corrected if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict the processing of your personal data (i.e. permitting its storage but no further processing)
- 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 upon you.

For more information on how we handle subject access requests, please see our Data Protection Policy. [The Propeller Academy Trust - Statutory Policies \(propellertrust.org\)](https://propellertrust.org)

11. How you can help us

As a Trust, we have limited staff resources within schools outside of term time. It is really helpful if you can submit subject access requests during term time and not too close to the end of term. This will support us in responding as quickly as possible to your request, which we always want to do.

12. Any concerns

We take any concerns about our collection or use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

If you remain concerned, having done this, you have the right to raise your concerns with the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

Call: 0303 123 1113

Ratified by the Board of Trustees 17th July 2024.

13. Appendix One - Department for Education

(Information provided by the DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities.

We are required to share information about our governance roles with the Department for Education (DfE) under [section 538 of the Education Act 1996](#).

How Government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow 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 DfE including the data that we share with them, go to: <https://www.gov.uk/government/news/national-database-of-governors>.

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account 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 are 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 are 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 (SAR). 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>.