

Privacy Notice for Foundation Directors and for Local Governors

(to be used in conjunction with the
St Ralph Sherwin Multi Academy Trust Data Protection Policy)

Under data protection law, individuals have a right to be informed about how the St Ralph Sherwin Multi Academy Trust (or, 'the Trust') or its academies use any personal data that we hold about them.

This privacy notice explains how we collect, store and use personal data about individuals working within the Trust or its academies in a voluntary capacity as Trust Foundation Directors or local academy Governors.

The Personal Data We Hold

Foundation Directors and academy Governors provide a vital role within our setting. They provide the Trust with personal data and, on occasion, the Trust will share personal data with Foundation Directors and local Governors so that they can fulfil their obligations.

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
- Information about business and pecuniary interests

Special Category Data

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 Use This Data

The purpose of processing this data is to help us administer the Trust and its academies, including:

- Establishing and maintaining effective governance
- Meeting statutory obligations for publishing and sharing Foundation Director or local Governor details
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Undertaking equalities monitoring
- Ensuring 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, it is used:

- For the purposes of complying with the administrative aims listed above
- When you have given us consent to use it in a certain way
- To fulfil a contract we have entered into with you
- To comply with a legal obligation
- To carry out a task in the public interest

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

- We need to protect your (or someone else's) vital interests
- We have legitimate interests in processing the data

To process special category data we need additional lawful bases. We will process special category data most commonly where:

- We have your explicit consent
- The processing is necessary under social security or social protection law
- We are processing it in the vital interests of an individual
- We are providing health care or treatment under the responsibility of a health professional
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

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 will 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 the school's use of your data.

Where we are processing data on a legal or contractual basis, if you choose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you, or engage you as a Foundation Director or local Governor.

Collecting This Information

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

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

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

How We Store This Data

We keep personal information about you while you volunteer at our Trust or in one of our academies. We may also keep it beyond your work at our school if this is required. Our Records Retention Schedule sets out how long we keep information about Foundation Directors, local Governors and other volunteers.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

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.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with a number of organisations and agencies that may include (but are not limited to):

- All relevant Local Authorities – to meet our legal obligations to share certain information, such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have for which they have been contracted
- Central and local government
- Financial organisations, such as HMRC

- Our auditors
- Survey and research organisations, including universities
- Police forces, courts, tribunals

Other Information

There is additional information about how we manage, store and protect data in the Data Protection Policy on the website. This also includes details about how to contact the Information Commissioner or our Data Protection Officer if you have a query or concern about how data is being used or retained.

This notice is based on the Department for Education's model privacy notice for school governors, amended to reflect the way we use data in this Trust and its academies.

This Notice

The Trust may update this Privacy Notice from time to time. Any substantial changes which affect your rights will be provided to you directly as far as is reasonably practicable.