



## **CHANCERY MULTI ACADEMY TRUST**

### **PRIVACY NOTICE**

#### **FOR GOVERNORS/TRUSTEES**

Under data protection law, individuals have a right to be informed about how the trust uses any personal data 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 individuals working with the trust in a voluntary capacity as trustees and governors.

We, Chancery Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jenny Whiston (see 'Contact' section below).

#### **The categories of governance information that we process include:**

- Personal identifiers such as name, title, date of birth, NI number, addresses, telephone numbers, personal email address
- Governance details (such as role, start and end dates and governor ID)
- References
- Evidence of qualifications
- Employment details
- 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 collect and use this data**

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

We collect and use governance information in order to:

- Meet the statutory duties placed upon us
- Establish and maintain effective governance
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

## **Our lawful basis for using this data**

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are to:

- Comply with a legal obligation
- Carry out a task in the public interest

All academy trusts, under the academy trust handbook, have a legal duty to provide the governance information as detailed above.

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**

We collect personal information via recruitment forms and our governance system.

Governance roles data is essential for the school, academy or academy trust's 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 UK-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 data retention schedule.

We use secure electronic systems to store personal information about all volunteers. The information is only used for purposes directly relevant to your work with the school and the trust.

When your relationship with the trust has ended, we will retain and dispose of your personal information in accordance with our retention schedule.

To request a copy of our retention schedule contact the DPO, Jenny Whiston

## **Who we share governance information with**

We routinely share this information with:

- The Department for Education (DfE) and other government departments or agencies – to meet our legal obligations to share information about governors/trustees
- 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

## **Why we share governance information**

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

## **Department for Education (DfE)**

### **How to access the personal information we hold about you**

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

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the academy trust handbook.

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

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

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the DPO.

### **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 in October 2024.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Jenny Whiston on [dpo@chancerytrust.co.uk](mailto:dpo@chancerytrust.co.uk)

### **How government uses your data**

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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 (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 Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) 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 for Education (DfE) unless the law allows it.

## **How to find out what personal information the Department for Education (DfE) hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

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

or <https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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