



Trustees, Governors & other Volunteers
Privacy Notice for Use of your Personal Data
September 2022

Under data protection law, individuals have a right to be informed about how school 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 within our Schools and the Trust as governors and trustees. Truro & Penwith Academy Trust, are the 'data controller' for the purposes of data protection law.

The personal data we hold

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

- Contact details (such as name, date of birth, contact details and postcode)
- References
- Governance details (such as role, start and end dates and governor ID)
- Information about business and pecuniary interests
- Information relating to any specialist skills or professional qualifications you may have

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 our Schools and the Trust to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governor's and trustee's details

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided if required

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
- 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)

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. We maintain a file to store personal information about Governors and Trustees. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the individual school or Trust. When your relationship with the individual school has ended, we will retain and dispose of your personal information in accordance with our Record Retention Schedule. A copy of our Record Retention Schedule can be obtained from the School or Trust website.

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:

- Government departments, or agencies – to meet our legal obligations to share information about Governors and Trustees

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Trustee support
- Our auditors – to meet requirements of external audits and comply with the relevant statutory bodies
- Professional advisers and consultants – to meet our statutory obligations
- Police forces, courts, tribunals – to meet any legal, safeguarding and child protection requirements
- Other Professional bodies – as deemed appropriate by the Senior Leadership Team
- Solicitors and other legal entities – as deemed necessary in connection within your capacity as a Governor/Trustee

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), under the requirements set out in the Academies Financial Handbook.

Use of your personal information for marketing purposes

Where you have given us consent to do so, the individual School or the Trust may use your image/information for marketing purposes.

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 school 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. We are happy to help people access their information in a timely manner, but will find it difficult to respond during the school holidays.

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

- Josie Medforth
- dpo@panoramic.org.uk

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:

Judy Brinson – Data Protection Lead

Academy House

Truro Business Park

Threemilestone

Truro

TR4 9LD.

Tel No: (01872) 613272

Email: jbrinson@tpacademytrust.org

If you have any concerns about how we use your information you can contact this number for advice and guidance.

Alternatively you can contact the

Information Commissioner's Office 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 or the individual school

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