Privacy Notice for Governance (including Members, Trustees and Local Governors)

How we use personal information to get information about schools (GIAS).

The categories of governance information that we process include:

- personal identifiers, and characteristics (such as name, date of birth, contact details and postcode)
- home address for Trustees and Chairs of Governors
- governance details (such as role, start and end dates)
- declarations of business and pecuniary interests
- details of other professional roles
- details of any relationships with staff (e.g. husband, daughter)
- eligibility checks in order to undertake a governance role
- training appropriate to the governance role
- the range of work based skills and experience
- attendance monitoring (such as meetings, school visits)
- safeguarding information (such as DBS and Section 128 checks)

Why we collect and use governance information

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

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

a) to meet the statutory duties placed upon us
b) to meet safeguarding and safer recruitment duties place upon us
c) to ensure that they are eligible to undertake the role
d) to identify training and development needs
e) to ensure that any declarations are recorded and acted upon where appropriate (such as withdrawing from a discussion/meeting where there is a conflict of interest).

Under the UK General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes is Article 6a and Article 6e.

All Academy Trusts, under the Trust Academy Handbook have a legal duty to provide the governance information as detailed above. In addition, concerning any special category data under Article 9a.

Collecting governance information

We collect personal information via a range of forms at the start of each academic year, or for new Governors at the point of joining. These forms include:

- Eligibility
- Any business or pecuniary interests
- Details of any other professional roles
- Details of any relationships to other staff
- Skills and experience

Governance data is essential for the school'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 data protection legislation, 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.

Virtual Meetings and Governor Monitoring Visits

All governance meetings and monitoring visits are now a hybrid arrangement. Meetings are controlled by the Governance Professionals (formerly known as Clerks) using the Trust/School virtual platforms and GovernorHub. Meetings may be recorded until such time that the minutes have been approved. Recordings are stored on the Trust/School's network until permanently deleted.

Storing governance information

We hold data securely for the duration of your Governance role and until the external annual audit has been completed for the previous academic year. All the data is held on GovernorHub and on Transform Trust's system network - both paper and electronic files are stored in accordance with our policy.

Who we share governance information with

We routinely share this information with:

- the Department for Education (DfE)
- our internal and external auditors (at the point of audits)

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

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Trust Academy 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: Jill Wilkinson, Data Protection Officer, email: jill.wilkinson@transformtrust.co.uk.

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 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: Jill Wilkinson.

Contact

If you would like to discuss anything in this privacy notice, please contact: Jill Wilkinson email: jill.wilkinson@transformtrust.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