



Privacy Notice – Members, Trustees and Governors

How we use personal information relating to our Members, Trustees and Local Governing Bodies

Introduction

This Privacy Notice is to let you know how we look after personal information about our governors. This is in relation to information you provide us with. We, The Pyramid Schools Trust, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Gayle Harrison (see 'Contact us' section at the end of this document).

If you have any questions or queries or would like to discuss anything in this Privacy Notice, please contact the Data Protection Officer (see the 'Contact us' section at the end of this document).

How we collect governor information

We obtain information through the clerk of each board upon appointment to The Pyramid Schools Trust and their member schools. In addition, to comply with our statutory obligations, we hold governor information on our relevant school Single Central Record. Updated information will also be collected during the course of the year to enable us to keep our records up to date.

The personal information we collect, and hold includes the following:

- Contact details such as name, address, date of birth, email address and telephone number
- Special category data such as ethnicity, disability and access requirements
- Business and personal pecuniary interests
- Governance details (such as role and start and end dates and governor ID)
- An enhanced DBS check
- Training record including LGB skills audits
- Photographs relating to school business or activities

Pyramid Schools Trust

Address: Harlington Upper School, Goswell End Road, Harlington LU5 6NX

Telephone: 01525 755100

Email: contactus@pyramidschoolstrust.org

Website: pyramidschoolstrust.org

In order for us to comply with our statutory obligations, we will publish the following information on the Trust or school website.

- Name
- Role
- Category of Trustee / Governor
- Date of appointment / term of office
- Attendance at meetings
- Disclosure of pecuniary interests

Why we collect and use this information

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

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

- Maintain effective governance
- Conduct the work of the governing board in accordance with the Nolan principles of public life
- Record attendance at meetings
- Identify training needs
- Meet statutory obligations for publishing and sharing governor information
- Provide access to local authority training opportunities and governance resources
- Comply with our safeguarding obligations towards our students
- Ensure that appropriate access arrangements can be provided for those who need them

Lawful basis for holding and using this information

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)

All academy trusts, under the Academy Trust Handbook, have a legal duty to provide the governance information as detailed above.

In addition, where we process special category data we identify an additional processing condition within Article 9 of the UK GDPR.

Member, Trustee and Governor data is essential for the 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 (such as photographs). 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.

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.

- Who we share governor information with
- We routinely share governor information with:
- The Local Authority to meet our legal obligations
- Government departments or agencies
- Our regulator, Ofsted
- Professional advisers and consultants who are connected with the school to provide school improvement services
- Our auditors
- Companies House

We obtain a copy of the UK GDPR policy, Privacy Notice and/or Data Sharing Agreements with any suppliers/providers of services who have access to or process personal information.

Why we share governor information

We do not share information about our members, trustees or governors with anyone without consent unless the legal basis for holding and sharing the data allow us to do so. We are required under our statutory duties to share information about our governors with our local authority (LA), government departments and our regulator, Ofsted.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the (DfE) under the requirements set out in the Academy Trust 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 the Government uses your data' section below

How we store governor information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection policy, which is stored on the Pyramid Schools Trust website <https://pyramidschoolstrust.org/> under 'Governance'.

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 the Data Protection Officer (see Contact Us section).

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified 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 our 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 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:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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 the DPO (see 'Contact us' section below).

Privacy Notice updates

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 10th November 2021.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: Gayle Harrison gharrison@pyramodschoolstrust.org

How Government uses your data

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

- will enable schools 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 publicly 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 sources

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-informationcharter>

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