



## Member, Trustee, Governor Privacy Notice

*This document is used in respect of all Members, Trustees and Governors in relation to any processing of personal data about them. The document will be made available on the Trust's website and internally within the Governance Handbook.*

### Policy Statement

We are the Diocese of Salisbury Academy Trust. During the time of your role with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you leave your governance role at the Trust. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process in relation to you?

We may collect, store and use the following categories of personal information about you:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses
- Emergency contact information such as names, relationship, phone numbers and email addresses
- Education details
- DBS details
- Employment details
- Information about business and pecuniary interests Information acquired as part of your application to become a trustee/governor
- Criminal records information as required by law to enable you to work with children
- Details about you provided by your nominated referees
- Online searches may be carried out as part of our due diligence in the appointment process
- Information about your use of our IT, communications and other systems, and other monitoring information
- Photographs for identity badges
- Images captured by the Trust's CCTV systems
- Video recordings captured by our video conferencing platforms
- Business and pecuniary interests for publication on school or the Trust websites

We may also collect, store and use the following more sensitive types of personal information:

- Information about your race or ethnicity, religious or philosophical beliefs
- Information about your health, including any medical conditions.

### Where do we get your personal data from?

The Trust collects governance-related personal information in a variety of ways; via application or expression of interest forms, from the identity documentation provided by you to support your Disclosure and Barring Service (DBS) application, from forms completed by you at the start of or during your term in a governance role, from correspondence with you, or through meetings, from images provided by you or recorded on CCTV, where sited in our settings, the DBS and from references supporting your application.

The majority of personal information you provide to us is mandatory. In order to comply with GDPR, the Trust will inform you at the point of collection, what information is mandatory or voluntary.

### Why do we use your personal data?

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where you have provided your consent
- Where we need to perform a contract we have entered into with you
- Where we need to comply with a legal obligation (such as health and safety legislation and under statutory codes of practice)
- Where it is needed in the public interest or for official purposes
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests

The situations in which we will process your personal information are listed below:

- To determine appointment and suitability as a member/trustee/governor
- To deal with election of parent governors
- To comply with safeguarding obligations
- To provide details on our website or online databases about members/ trustees/governors
- To communicate with third parties and other stakeholders to the Trust
- For business management and planning purposes (including accounting, budgetary and health and safety purposes)
- For financial purposes (such as expenses)
- To deal with any complaints/investigations as required
- When you sit on a panel or committee, name and comments as well as decisions made

- To send communications in your role as member/trustee/governor
- For education, training and development requirements
- In order to review governance of the Trust
- In order to comply with any legal dispute or any legal obligations
- In order to comply with regulatory requirements or health and safety obligations
- To ensure system security, including preventing unauthorised access to our networks
- To monitor use of our systems to ensure compliance with our IT processes
- To receive advice from external advisors and consultants
- To liaise with regulatory bodies (such as the DfE, DBS); and
- Dealing with termination of your appointment

Under the General Data Protection Regulation (UK GDPR), the legal basis relied on for processing your personal information are:

- Article 6(a) – Your consent for processing which does not fall into the bases below
- Article 6(c) - Compliance and with the Trust’s legal obligations
- Article 6(d) - Being necessary for us to protect your, or someone else’s, Vital Interests
- Article 6(e) – Carrying out tasks in the Public Interest.

For Volunteers, in accordance with the legal basis of legal obligation for the Trust to comply with the statutory duties with regard to governance information, including but not limited to the Academy Trust Handbook .

### **Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the Trust’s premises, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit consent, such as for processing your application and membership of a Committee or Trust Board as a Church of England Foundation Governor or trustee.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests, and where it is not possible to seek your consent.

### **Automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling.

### Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

### Filtering and monitoring

While you are in one of our schools or the central office, we may monitor your use of our information and communication systems, IT equipment and facilities (e.g. wifi). Any individual who uses our IT network might have their system monitored via safeguarding and filtering software. Further information can be requested from [office@dsat.org.uk](mailto:office@dsat.org.uk).

We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to ensure health and safety).

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 would go about withdrawing consent if you wish to do so (see 'Right to withdraw consent') We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

### How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

### Where we store your personal data

The Trust stores personal governance information securely on the Trust's IT network, using MFA and restrictive access. The Trust uses a cloud-based MIS system (Arbor) to manage data securely.

### Who will we share your personal data with?

We routinely share information about you with:

- Our regulators, including **The Department for Education** – Get Information About Schools (GIAS), Ofsted

- **Companies House** (Trustees and Members only)
- **Salisbury Diocesan Board of Education**
- The Disclosure and Barring Service
- The internal DSAT community
- The external Trust community (via our websites)
- Our local authorities, in the course of a safeguarding concern
- The NGA / CST - professional governance advisory and support organisations

### **The Department for Education (GIAS)**

The Trust shares personal data with the Department for Education (DfE) on a statutory basis. The Trust is required to share information about its Members, Trustees and Governors under the requirements set out in the Academy Trust Handbook.

All data is entered manually on GIAS by academy staff. Some personal data items are not publicly available and are encrypted within GIAS. This information is for internal purposes only and not shared beyond the department, unless law allows it. For further information: [Contact the Department for Education \(DfE\) - GOV.UK](#)

### **Companies House (Members and Trustees only)**

Academy Trusts are required to provide Companies House with information about the Trust's accounts and who controls it. This includes providing details of its directors (trustees) and members, as shareholders.

Mandatory information made public includes: your name, nationality, occupation, month and year of birth, correspondence address. Your Company House Personal Code, full date of birth and home address will also be provided; but kept on a private register within Companies House. More information about this can be found by clicking [here](#).

### **Salisbury Diocesan Board of Education**

The Trust is required to share personal information of those holding governance roles, religious information and their terms of office. This includes whether you are a:

- Church of England Communicant
- Church of England Non-Communicant (non-regular church attender/or communion taker)
- Regular worshipper (at a non-Church of England, "Churches Together" church)
- Non-Communicant (e.g. the two above, or "by exception" after SDBE interview)

Further information about the applicable lawful bases can be found by emailing: [governor.applications@salisbury.anglican.org](mailto:governor.applications@salisbury.anglican.org)

### **Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact the school office or the Data Protection Officer.

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights, then you should contact the Data Protection Officer. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with your request, then you will be notified of the reasons why in writing.

### Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. An individual can contact the Information Commission should you consider this to be necessary, at:

<https://ico.org.uk/concerns/>

Tel: 0303 123 1113

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact

If you would like to discuss anything in this privacy notice, please contact:

Moira Lyons-Montgomery, Data Protection Officer, [dataprotection@dsat.org.uk](mailto:dataprotection@dsat.org.uk)