

Privacy Notice

(Trustees/Governors)

The categories of Trustee and Governor information that Elevate Collects, Processes, Holds and Shares Include:

- 🌱 personal information (such as name, address, date of birth, phone number, email, emergency contacts and proof of address and identification);
- 🌱 special categories of data, including characteristics information such as nationality, gender, age and ethnicity;
- 🌱 qualifications and professional experience;
- 🌱 Disclosure & Barring Service Check

Why Elevate Collects and Uses this Information:

To fulfill statutory requirements set out in the DfE Guidance 'Keeping Children Safe in Education' and 'The Independent School Regulations' in respect of safeguarding and ensuring that prospective Trustee and Governors are not prohibited from Governance in an Independent school.

The Lawful Basis on Which Elevate Processes this Information:

GDPR Article 6

- 🌱 Processing is necessary for compliance with a legal obligation to which the controller is subject.

GDPR Article 9

- 🌱 Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting This Information:

Whilst the majority of information you provide to Elevate is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing This Information:

Elevate holds Trustee & Governor data for an indefinite period.

Who Elevate Shares this Information With:

- 🌱 The Department for Education (DfE) via the Edubase System.

Sharing Information:

Elevate does not share information about Trustees & Governors with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE):

Elevate shares Trustee & Governor data with the Department for Education (DfE) on a statutory basis.

Data Collection Requirements:

In line with the requirements of the Academies Financial Handbook and the Trust Funding Agreement there is a statutory requirement to provide details in respect of Trustees and Local Governing Body Members to the Secretary of State via the secure Edubase System. The information provided will be publically available.

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

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, please contact the Company Secretary.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further Information:

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

Elevate's Data Protection Officer at d.mousley@elevatemat.org