



Policy: Privacy Notice for Trustees and Local Advisors

Policy reference No: 051

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Person responsible for policy: Stephen Dean, Chief Executive Officer

Authorised by: Board of Trustees

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This policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

Flourishing together through LIFE

Privacy Notice for Trustees and Local Advisors

1. Introduction

- 1.1. Information (or 'data') about you is valuable and needs to be protected to ensure it doesn't end up with someone who might exploit their access to your information. You can expect the Trust to protect your data and this document sets out how we do that and what rights you have in respect of information we hold about you.

2. Why do we need to hold data about you?

- 2.1. The personal information we hold about you is essential in order for the Trust to fulfil our official functions and meet legal requirements. We collect and use governor information for the following purposes:
- To record your contact details;
 - To meet the statutory duties placed on us and set out in the Trust's Master Funding Agreement with Department for Education (DfE) and the Academies legal framework;
 - To facilitate communication between the school and yourself and between yourself and your peers involved in governance across the Trust;
 - To identify areas for governance training and development.

3. What types of information do we hold about you?

- 3.1. The categories of trustee and local advisor information we routinely collect and store (and share with others when required or appropriate) are:
- personal information, contacts and characteristics (such as name, date of birth, contact details and postcode and a photograph);
 - Governance details (such as role, start and end dates and ID);
 - Details of your qualifications, knowledge and experience;
 - safeguarding information such as your DBS check history.
- 3.2. Trustees and Local Advisors are under an obligation to provide accurate information and to disclose all information relevant to the appointment.

4. How will we collect your data, where do we keep it and where and when do we destroy it?

- 4.1. Most of the basic information about you is collected on your initial appointment to the role of trustee or local advisor within Primary QuEST. We are legally obliged to request most of this information but some of it is provided voluntarily and we explain why we are collecting this additional information on the forms we ask you to complete.
- 4.2. Personal data is only sought from the data subject. No third parties will be contacted to obtain members' personal data without the data subject's consent and an explanation of why we need that information and what we will do with it at the time.
- 4.3. Much of the information given to us upon appointment is transferred to our computerised administration systems and held securely on our computer network. Only staff who need to access your information can do so. Any paper records are also held securely.

4.4. We have specific guidelines about how long we retain your information for and you can request a copy of these if you wish. All personnel records about you will be deleted and paper records disposed of securely 7 years after the cessation of your period of office. During your period of office any paper records containing your personal data which are no longer required are shredded.

5. Will my data be given to anyone outside of Primary QuEST?

5.1. We routinely share information about you with:

- Other individuals involved in governance of the Trust
- Gloucestershire County Council for the purpose of carrying out a Disclosure and Barring Service;
- The Department of Education (DfE);
- Companies House, for those acting as Directors of limited companies associated with the Trust.

5.2. We do not share information about our trustees and/or local advisors with anyone without consent unless the law and our policies allow us to do so.

5.3. The DfE collects personal data from educational settings and local authorities. We are required to share information about people involved in governance with the DfE under the requirements set out in the Academies Handbook.

5.4. The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data.

5.5. All data is entered manually on the Get Information About Schools (GIAS) system and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

5.6. The trustee and governor data that we lawfully share with the DfE via GIAS will:

- Increase the transparency of governance arrangements;
- Enable schools and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context;
- Allow the DfE to be able to uniquely identify and, in a small number of cases, conduct checks to confirm their suitability for this important and influential role.

5.7. To find out more about the requirements placed on us by the DfE including the data we share with them go to <https://www.gov.uk/government/news/national-database-of-governors> . Some of these personal 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 DfE unless the law allows it.

5.8. To find out what personal information the DfE holds about you, you are entitled to ask the DfE under the terms of the Data Protection Act 2018;

- If they are processing your personal data;
- For a description of the data they hold about you;

- The reasons they are holding it and any recipient it may be disclosed to;
 - For a copy of your personal data and any details of its source.
- 5.9. If you want to see the personal data held about you by the DfE you should make a subject access request. Further information on how to do this can be found within the DfE's personal information charter:
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.
- 5.10. When we are voluntarily sharing your data with anyone outside the Trust we have to have a legal agreement in place with them which includes them committing to handle your data securely while they need it and to dispose of it securely as soon as they don't need it any longer.

6. **What if I want to know what data Primary QuEST holds on me or have concerns about my data?**

- 6.1. You have a legal right to request access to all the data that we hold about you. This is called a 'subject access request' and requests need to be made in writing to Stephen Dean, CEO.
- 6.2. You also have the right to:
- Ask 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 be subject to decision based purely on automated processing where it produces a legal or similarly significant effect on you.

7. **Who looks after my data at the Trust?**

- 7.1. Some staff process data in their daily work but they can only access data that is necessary for them to do their jobs. All staff within Primary QuEST are aware of their obligations to keep personal data secure and the Trust has a Data Protection Policy which you can request a copy of if you wish to know more.
- 7.2. The Trust has a Data Controller within each school, who is responsible for overall data protection for that school within the Trust. Our CEO, Stephen Dean, should be contacted in the first instance if you have any concerns about how we are processing your data. He will advise you who to contact.
- 7.3. The Trust also has a **Data Protection Officer** (DFO) who makes regular checks to ensure we are complying with current data protection legislation and best practice.

The Trust is registered with the **Information Commissioner's Office** and if there were a significant data breach (i.e. the accidental or unlawful disclosure, alteration, loss or destruction)