

PRIVACY NOTICE FOR GOVERNORS AND VOLUNTEERS

This privacy notice describes how *The Collegiate Trust* (hereafter referred to as *TCT* or *the Trust* and always meaning the Trust collectively and each school within the Trust) will collect and use personal information about you during and after your relationship with the Trust, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relates to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

It applies to governors and volunteers.

Who Collects this Information

The Collegiate Trust is the “data controller.” This means that the Trust is responsible for deciding how it holds and uses personal information about you.

The Trust is required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and the Trust may update this notice at any time.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why the Trust are processing your information, what your rights are under data protection legislation and the procedures that are taken to protect your personal data.

Data Protection Principles

The Trust will comply with the data protection principles when gathering and using personal information, as set out in the data protection policy, which can be found on the Trust website [The Collegiate Trust | Exceptional Education for All \(tct-academies.org\)](https://www.tct-academies.org)

Categories of Information Collected, Processed, Held and Shared

The Trust 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 governor;
- Criminal records information as required by law to enable you to work with children;
- Information about your use of the IT, communications and other systems, and other monitoring information;
- Photographs;
- Images captured by the School’s CCTV system;
- Video recordings capture by the School’s video conferencing platform;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Details in references about you that are given to others.

How Information is Collected

The majority of the information that is collected from you is mandatory, however there is some information that you can choose whether or not to provide. Whenever the Trust seeks to collect information from you, it will be made clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

The Trust may collect this information from you directly, or from a number of third-party sources, such as other employees, the DBS, technical networks and so on.

How Your Information is Used

The Trust will only use your personal information when the law allows. Most commonly, the Trust will use your information in the following circumstances:

- Where you have provided your consent;
- Where it is needed 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 the legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

The situations in which the Trust will process your personal information are listed below: -

- To determine appointment and suitability as a governor;
- To deal with election of governors;
- To comply with safeguarding obligations;
- To provide details on the websites or online databases about 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 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 the networks;
- To monitor use of Trust systems to ensure compliance with 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;

If you fail to provide certain information when requested, the Trust may be prevented from complying with its legal obligations (such as to ensure health and safety). Where you have provided consent to use your data, you may withdraw this consent at any time.

The Trust will only use your personal information for the purposes for which it is collected, unless it is reasonably consider that it is needed to use it for another reason and that reason is compatible with the original purpose. If it is needed to use your personal information for an unrelated purpose, the Trust will notify you and will explain the legal basis which allows this.

How Particularly Sensitive Information is used

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. The Trust may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where the Trust needs to carry out its legal obligations in line with the data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to the pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

The Trust may only use information relating to criminal convictions where the law allows. This will usually be where it is necessary to carry out the Trusts legal obligations.

Where appropriate the Trust will collect information about criminal convictions as part of the recruitment process or may be notified of such information directly by you in the course of working for us.

Sharing Data

The Trust may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where the Trust has another legitimate interest in doing so. These include the following:

- Government departments or agencies
- The Local Authority
- Suppliers and Service providers
- Professional advisors and consultants
- The Department for Education
- Law enforcement
- Support services;
- DBS.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, the Trust requires them to respect the security of your data and to treat it in accordance with the law.

The Trust may transfer your personal information outside the UK and the EU. If this happens, you can expect a similar degree of protection in respect of your personal information.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the Trust only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once you are no longer a governor or volunteer of the Trust will retain and securely destroy your personal information in accordance with the data retention policy. This can be found on The Collegiate Trust website.

Security

The Trust has put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

You can find further details of security procedures within the data breach policy which can be found on The Collegiate Trust website.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information the Trust holds about you is accurate and current. Please keep the Trust informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information that is held about you and to check the Trust is lawfully processing it. You will not have to pay a fee to access your personal information. However, the Trust may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, the Trust may refuse to comply with the request in such circumstances.
- Correction of the personal information held about you. This enables you to have any inaccurate information held about you corrected.
- Erasure of your personal information. You can ask the Trust to delete or remove personal data if there is no good reason for the continuing process of it.
- Restriction of processing your personal information. You can ask the Trust to suspend processing personal information about you in certain circumstances, for example, if you want to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Governance and Compliance Manager via DataProtection@tct-academies.org

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Governance and Compliance Manager via DataProtection@tct-academies.org

Once notification has been received that you have withdrawn your consent, the Trust will no longer process your information for the purpose or purposes you originally agreed to, unless there is another legitimate basis for doing so in law.

How to Raise a Concern

The Governance and Compliance Manager oversees compliance for data protection and this privacy notice, with the support of Judicium who are the Trust’s named Data Protection Officer (DPO). If you have any questions about how the Trust handles your personal information you can contact the Governance and Compliance Manager via DataProtection@tct-academies.org

The Governance and Compliance Manager will work with the DPO to resolve your query.

Data Protection Officer: Judicium Consulting Limited
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner’s Office, the UK supervisory authority for data protection issues: -

[Contact us | ICO](#)

Changes to this Privacy Notice

The Trust reserves the right to update this privacy notice at any time and will inform you of any substantial updates. The Trust may also notify you in other ways from time to time about the processing of your personal information.