



David Ross Education Trust

Broadening Horizons

Privacy Notice –Governors

This notice is about how we use information about you and what we do with it. We call this information ‘personal data’ or ‘personal information.’

Who we are

The academy where you are a member of the Academy Scrutiny Committee (ASC) or have applied to be a member of the ASC, is part of the Academy Trust called the David Ross Education Trust. Whilst the academy itself may process information about you, it is the Academy Trust that is the Data Processor as the academy is part of our Trust and not a separate entity. Similarly, the organisation which is in charge of your personal information is the Academy Trust as the academy is part of our Trust. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is:

David Ross Education Trust
Charnwood College
Thorpe Hill
Loughborough
Leicestershire
LE11 4SQ

If you want to contact us about your personal information you can contact our Data Protection Officer (DPO). You can contact via telephone 01509 320148 or you can leave a letter at our offices at the address above or send one by post. You can also contact the DPO using the email address dataprotection@dret.co.uk.

The categories of governor information that we process include:

- Personal details
- Contact details
- Professional details
- Relevant business and pecuniary interests details
- Role application details
- Selection records
- References
- Identity verification records
- Meeting attendance records
- Records of communications
- Records of visits to academies
- Photographs of you or images on CCTV
- Information to identify you in the Trust and its academies
- Records of work you do in conjunction with our staff or students
- Notes of meetings you may have attended

We may also process information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- safeguarding (such as information from the Disclosure and Barring Service (DBS) checks)
- race, ethnicity, religious beliefs and sexual orientation
- disability and access requirements

We will also use photographs of you in connection with your role as a governor.

Why we collect and use governor information

The David Ross Education Trust (and the academy as part of the Academy Trust) use this personal data to:

- establish and maintain effective governance (this includes to consider the suitability for the role of a governor generally and in relation to the needs of the particular academy.
- make governor appointments and removals
- monitor governor skills and address gaps
- meet statutory obligations for publishing and sharing governors’ details
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- comply with the statutory duties placed on us in respect of governance
- undertake equalities monitoring
- ensure that appropriate access and other arrangements can be made for those who need them

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust (and therefore the academy as it is part of the Academy Trust) is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our statutory duties in respect of governance and such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in establishing and maintaining effective governance across the Academy Trust. This is a function which is in the public interest because governance is an integral part of leadership and management of academy trusts and academies/schools. This means we have a real and proper reason to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time.

How we collect governors’ information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the Academy Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your information to others

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact the relevant academy.

We are required, by law to pass some information about our governors to the Department for Education (DfE). This is the part of the Government which is responsible for schools/academies.

The DfE may also share information about governors that we give to them, with other people or organisations. This

will only take place where the law, including the law about data protection allows it.

Your information may also be shared with:

- the Headteacher, the Diocesan Board of Education and its officers (in relation to Foundation Governors), parents (in relation to parent governors), staff (in relation to staff governors) and the chair of governors of the academy where you are or have applied to be a governor
- suppliers and service providers to enable them to provide the service we have contracted them for, such as governor support, training and clerking
- professional advisors and consultants
- police forces, courts

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our statutory duties in respect of governance and such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in establishing and maintaining effective governance across the Academy Trust. This is a function which is in the public interest because governance is an integral part of leadership and management of academy trusts and academies/schools.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

How we keep your information and how long for

Personal data is kept in accordance with our Data Protection and FOI Policy and Records Retention Policy and you can find them here <https://www.dret.co.uk/about/statutory-information/policies/> or ask for a copy at your academy.

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.