



Children
First Academy
Trust

Trust Members/Trustees/ Governors and Volunteers Privacy Notice

Privacy Notice (Members/Trustees/Governors/Volunteers)

Under data protection law, individuals have a right to be informed about how the Trust and the schools, use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about the Trust's Members, Trustees, Governors and Volunteers.

The categories of Member/Trustee/Governor/Volunteer information that we collect, process, hold and share 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
- References
- Employment Details
- Qualifications and professional experience
- Disclosure & Barring Service Check
- Information about business and pecuniary interests

Why we collect and use this information

We use Member/Trustee/Governors/Volunteer data to:

Fulfil 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 we process this information:

We process this information under the following:

UK GDPR Article 6

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

UK GDPR Article 9

- Processing is necessary for reasons of substantial public interest, on the basis of domestic 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 us 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.

Information Held

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Data retention schedule.

Storing this information

We hold Member/Trustee and Governor data for an indefinite period.

Who we share this information with

We routinely share this information with:

- The Department for Education (DfE)
- Companies House
- The Disclosure and Barring Service
- Our accountants and auditors
- The National Governors Association
- Governor Hub
- The Clerking provider to the Trust

Sharing information.

We do not share information about Members/Trustees/Governors/Volunteers with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

We share Member/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 Board Members to the Secretary of State via the secure Edubase System. The information provided will be publicly 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 School Business Leader at the individual school or the Chief Financial and Operations Officer at the Trust.

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>

Contact

If you would like to discuss anything in this privacy notice or have concerns about our use of your data, please contact: The Trust Data Protection Officer at: dpocfat@excathedra.solutions

Or by post to Data Protection Officer, c/o, Wilbury Primary School, Wilbury Way, London N18 1DE

Last updated 06 August 2024