



PRIVACY NOTICE FOR GOVERNORS & TRUSTEES



Next review date: Summer 2024

PRIVACY NOTICE (HOW WE USE PERSONAL INFORMATION ON GET INFORMATION ABOUT SCHOOLS – GIAS AND COMPANIES HOUSE)

1.1 The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)

1.2 Why we collect and use governance information

The personal data collected is essential, in order for the school/Trust to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- to meet the statutory duties placed upon us
- enable the development of a record of governance
- inform the development of policies
- to support governance development
- to support individuals with additional needs
- to comply with regulations to keep children safe in school
- to comply with the law regarding data sharing

1.3 Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

- All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.
- We use your data to meet the requirements of the law regarding data sharing

1.4 Collecting governance information

We collect personal information via email to the Clerk to Governors who will add the relevant information onto Get Information About Schools and/or Companies House. For Trustees and Members data is stored on the Trust Single Central Record and for local governors on the relevant school's Single Central Record. Once this information has been recorded, it is deleted from clerk's email. Governance data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

1.5 Storing governance information

We hold school workforce data for the length of time necessary as required by law and as specified in our retention policy which can be found at www.cheshireacademiestrust.co.uk

1.6 Who we share governance information with

We routinely share this information with:

- The Department for Education (DfE)
- Other staff, local governing bodies and the Trust boards
- Trust audit service providers
- Companies House (CAT Trustees only)
- Business associates and other professional advisers

- Suppliers, systems and service providers
- Security organisations

1.7 Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the Academies Financial Handbook

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see 'How Government uses your data' section.

1.8 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, contact **Debbie Tomkinson, Clerk to the Board of Cheshire Academies Trust** via debbietomkinson@cheshireacademiestrust.co.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

2. 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 in the first instance please contact your school Principal.

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/>

3. FURTHER INFORMATION

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

Luci Jones

Director of Operations and Data Protection Officer

Cheshire Academies Trust

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