



## **Privacy notice Members, Trustees and Governors**

### **Who processes your information?**

The Great North Wood Education Trust (The Trust) is the data controller, and they are responsible for any personal data that is provided to the school(s). This means that they determine the purposes for, and the manner in which, any personal data relating to any prospective staff member is to be processed. The processing is carried out in the individual school to whom you are making an application for employment.

Michael Burke is the Acting Data Protection Officer ([dpo@the-elmgreen-school.org.uk](mailto:dpo@the-elmgreen-school.org.uk)) Their role is to oversee and monitor the school's data processing practices and can be contacted if you have any queries pertaining to how the school processes data.

Where necessary, third parties may be responsible for processing any personal information you provide. Where this is required, the school places data protection requirements on third-party processors to ensure data is processed in line with your privacy rights – the school is bound to the same requirements as third parties to ensure the security of personal data.

### **Why do we need your information?**

The Trust has the legal right and a legitimate interest to collect and process personal data relating to those involved in the governance of the trusts to ensure the school's safeguarding and safer recruitment protocols are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academies Legal Framework
- Memorandum and Articles of Association
- The Companies Act
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2016 and any amendments
- Working Together to Safeguard Children 2015

If Members, Trustees or Governors fail to provide their personal data, there may be significant consequences. This includes the following:

- Unable to be appointed as member, trustee or governor

- Removal as a member, trustee or governor

### **For which purposes are your personal data processed?**

In accordance with the above, personal data is used for the following reasons:

- Statutory requirements
- Safeguarding

### **Which data is collected?**

The personal data the school will collect from includes the following:

- Name
- Address
- Date of birth
- National Insurance Number
- Phone number (s)
- Email address
- Details of previous experience of governance and/or employment
- References
- Details of any disqualification as a member, trustee/company director or governor

The collection of personal information from third parties will benefit The Trust by:

- Ensuring effective communication with members, trustees and governors
- Ensuring compliance with the legislation surrounding the appointment of trustees/directors
- Ensuring that safeguarding is properly carried out
- Ensuring members, trustees and governors have the right skills and experience to enhance the management of the Trust.

### **Will your personal data be sought from third parties?**

Personal data is only sought from the data subject. No third parties will be contacted to obtain third parties' personal data without the data subject's consent.

Personal data may be obtained and processed from other third parties where the law requires the school to do so, e.g. Safeguarding, Company or Charity law

Where data is obtained from third parties, the personal data originates from the following sources:

- Disclosure and Barring Service
- Companies House
- Department for Education

## **How is your information shared?**

The Trust will not share your personal information with any other third parties without your consent, unless the law allows us to do so.

## **How long is your data retained for?**

Personal data is retained in line with The Trusts Records Management and Retention Policy. Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the school. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.

Once your data has served its purpose it will be disposed of in line with the procedure outlined in the school's Records Management and Retention Policy. This can be downloaded from the Trust's website [www.gnwet.org.uk](http://www.gnwet.org.uk).

## **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that The Great North Wood Education Trust holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and reuse your personal data for your own purposes across different services
- Object to your consent being obtained
- Request that your personal data is collected using automated processing
- Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by contacting the Data Protection Officer by email ([dpo@the-elmgreen-school.org.uk](mailto:dpo@the-elmgreen-school.org.uk))

Third parties also have the right to lodge a complaint with the ICO in relation to how The Great North Wood Education Trust processes their personal data. If a third party wishes to make a complaint to the ICO, they can do so on the ICO's website or they can call their helpline on 0303 123 1113.

You also have the right to lodge a complaint with the Information Commissioners Officer (ICO) in relation to how The Great North Wood Education Trust processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

## **How can you find out more information?**

If you require further information about how we store and use your personal data, please visit the Trust website [www.gnwet.org.uk](http://www.gnwet.org.uk) to download a copy of our Data Protection Policy and Privacy Notices. Further information is also available on the Information Commissioner's website <https://ico.org.uk>.