



The MAST Academy Trust

This master policy will be updated by individual schools within the Mast Academy Trust where identified.

Policy	Privacy Notice - Governors and Trustees	
Owner (master copy)	Melanie Humphreys – The Mast Executive Administrator	
Date approved	9 th December 2020	
Approver	Martyn Jones	
Current version	V2.0	
Next review due	Autumn Term 2023	

Version Control	
Version Number	Summary of amends from previous version
2.0	Review of the privacy notice

Sign off requirements	
Approvers	Position
Chair of trustees ratification	Martyn Jones
Reviewers	Position
Jason Field	CFO The MAST
Philip Oldfield	Trust representative

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1.0 The categories of information that we process with relation to our Governors / Trustees include:

- Personal information (such as Disclosure and Barring Service information, name, address, phone number and email)
- Pecuniary interests information (such as business directorships, nature of employment)
- Biographical information (such as employment background and experience in public life)

2.0 Why we collect and use Governor / Trustee information

We use Governor / Trustee data to:

- a) ensure that Governors / Trustees are appropriate people to be working with schools and children
- b) ensure that are able to carry out their duties in line with the seven principles of public life and do not have conflicts of interest
- c) inform the public of who the Governors / Trustees of the school are
- d) To lodge information with companies house for Trustees as these people act as directors of our company
- e) To demonstrate to the general public the suitability of our governance team in the pursuance of the objects of our school

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

- for the purposes of Personal and pecuniary interest information, this is collected in accordance with the legal basis of
 - processing is necessary for compliance with a legal obligation to which the controller is subject

- Apart from Address, biographical information, email and telephone number which is kept on the legal basis of
 - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

3.0 Collecting Governors / Trustees information

We collect personal information via Governor information and application forms.

Governance data is essential for the school's operational use. We require all governors to supply this information so that we can ensure that the public and our regulator, the DfE, (as well as companies house) can be informed of the appropriate credentials of our Governance team.

4.0 Storing Governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://birdsedgefirst.org>

5.0 Who we share Governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- The General public (through our website and getting information about schools)
- Companies house
- The Mast Academy Trust

6.0 Why we share Governance information

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

7.0 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 dataprotection@themast.co.uk

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
- a right to seek redress, either through the ICO, or through the courts

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/>

8.0 Contact

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

Email: dataprotection@themast.co.uk

Data Protection Officer
The Mast Academy Trust
c/o Scissett Middle School
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