Education Learning Trust Multi Academy Trust

Privacy Notice

Trustees, Members and Governors

2026/2027

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1. Policy Statement

The Education Learning Trust is a data controller for the purpose of the UK General Data Protection Regulation (UK GDPR). This privacy notice explains how we collect, store and use personal data about individuals working within our Trust and schools as a Governor, Member or Trustee. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. This privacy notice is updated to reflect the Data Use and Access Act (DUAA 2025) and UK GDPR requirements.

2. Collection and Use of Data

We collect and use your data to:

- enable you to serve as a Trustee, Member or Governor
- comply with our statutory safeguarding obligations
- deliver appropriate training
- effectively manage the school
- fulfil statutory reporting to the Department for Education
- Monitor the security of the school sites to ensure the safety and wellbeing of staff, pupils and visitors
- To check DBS status
- Where the Trust processes criminal offence data, including DBS information, it does so in accordance with Article 10 UK GDPR and Schedule 1 Data Protection Act 2018.
- Fulfil statutory and/or legal requirements e.g. websites, Companies House etc.

3. The Information we Process

The Information we process includes:

- personal information (such as name, address, date of birth, email address, telephone numbers, national insurance number)
- characteristics information (such as gender, age, ethnic group)

- disability and access requirements
- employment details
- directorships, Professional Body membership, business and/or third party interests and investments
- images and video footage (CCTV)

4. The Lawful Basis

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- Article 6(1)(c) - legal obligation. We are required to process governor data so that we meet the legal requirements imposed upon us
- Article 6(e) - public interest. It is necessary for us to have real and legitimate reasons to use your information

Sometimes, we may also use your personal information where:

- Article 6(1) (a) – consent. Consent may be relied upon to process some forms of data which are not used within the normal business of the school such as use of photographs in the public domain
- Article 6 (d) - vital interest. It is in your or another's vital interests for your personal information to be passed to these people or services to the extent that it is necessary to save someone's life

We do not process any special categories of personal data except where necessary for:

- Reasons of substantial public interest in complying with legal obligations (including under the Equality Act 2010). (Article 9(2)(g))
- Explicit consent given by the data subject (Article 9(2)(a))

We process your data under the UK GDPR, Data Protection Act 2018, and the Data (Use and Access) Act 2025, relying on lawful bases including contract, legal obligation, public interest, and recognised legitimate interests.

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact **dpo@educationlearningtrust.com** should you wish to withdraw your consent for any of the above activities.

5. Collecting Personal Information

We collect personal information via individual Governors, Trustees and Members. This data is essential for the Trust and schools' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is 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.

6. Storing Information

How we store your information:

Any information about a Governing Body member is kept secure and is only used for purposes directly relevant to your term as a Trustee, Member or Governor at one of our schools. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy.

Retention periods for personal data are set out in our Records Management Policy, which is reviewed annually in line with DfE guidance.

7. Sharing Information

We routinely share information with appropriate third parties, including:

- The Department for Education (DFE)
- Ofsted
- Police forces, courts, tribunals
- Local Authority
- The DBS Service

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws. We will share personal data where there is a lawful basis to do so. Consent is not required where processing is necessary to comply with legal obligations, perform public functions or exercise official authority.

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK GDPR and DUAA 2025.

Department for Education:

We share personal data with the Department for Education (DfE) on a statutory basis. Under section 538 of the Education Act 1996 and the Academy Trust Handbook, academy trusts are required to provide certain information held about individuals involved in governance and to ensure that this information remains accurate and up to date.

To find out more about the data collection requirements placed on us by the Department for Education, visit https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Data Collection Requirements:

The DfE collects and processes personal data relating to those governing schools (including single and multi-academy trusts (MATs)) and all schools are required to ensure they keep their Trustee, Member and Governor information up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/datacollection-and-censusesfor-schools

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 please contact dpo@educationlearningtrust.com or, alternatively, you can view our Subject Access Request Policy.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

You may have additional rights under the Data Use and Access Act (DUAA 2025), including rights relating to automated decision-making and data portability. Under the Data (Use and Access) Act 2025, you may request access to your personal data. We will conduct reasonable and proportionate searches and may pause the response period ('stop-the-clock') if clarification is needed.

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer on **0161 757 9333** or email at **DPO@educationlearningtrust.com**. The school does not have to meet all of your requests and we will let you know where we are unable to do so. Alternatively, contact the Information Commissioner's Office at https://ico.org.uk/concerns/

9. Contact us

If you would like to discuss anything in this privacy notice, please contact: dpo@educationlearningtrust.com

10. Complaints

If you have concerns about how your data is handled, you may use our internal complaints procedure. We aim to respond within 30 days. If you remain dissatisfied, you may escalate your complaint to the Information Commissioner's Office:

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

Website: https://ico.org.uk/global/contact-us/