

## FCAT Privacy Notice for Governance

### Introduction

To run the Trust and help our academies improve outcomes for children and young people, FCAT collects and uses information about governors. In this document the Trust is referred to as 'we' or 'ours'. Governors, trustees and members are referred to as 'you' or 'your'.

Under data protection law, you have a right to be informed about how we collect, store and use your personal data. This privacy notice ensures compliance with the law.

We, Fylde Coast Academy Trust, are the 'data controller for the purposes of data protection law.

### The categories of information that we process include:

- Personal details
- Contact details
- Professional details
- Relevant business and pecuniary interests
- Role application details
- References
- Identity verification records
- Meeting attendance records
- Records of communications
- Records of visits to academies
- Photographs
- CCTV images captured on school sites
- Records of work you do in conjunction with our staff or students
- Notes of meetings you may have attended

We are also required to collect and use information that is given additional protection under the GDPR, for example:

- Demographic information required for equal opportunities monitoring

### Why we collect and use governance information

The personal data collected is essential, in order for us to fulfil our official functions and meet legal requirements.

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

- a) to establish and maintain effective governance
- b) to meet the statutory duties placed upon us
- c) to enable you to work with us
- d) to maintain a safe environment for our pupils
- e) to ensure your health and safety
- f) to keep you up to date with news about the Trust and our academies

Under the General Data Protection Regulation (GDPR), we have a legal duty to process personal information for the above purposes under the [Academies Financial Handbook](#).

## Our legal basis for using this Data

We will only collect your information when the law allows us to. Most often, we will use your information to:

- meet the terms of a contract i.e. recording personal and contact details
- meet a legal requirement, i.e. providing information to the DfE
- protect the vital interests of you or someone else, i.e. giving your contact details to emergency services
- delivering a public task i.e. keeping records of meetings

Where we use special category of personal data we process this under the following exemptions from Section 9 of the GDPR:

- Information used in the field of employment, i.e. using information about ethnic origin for equality monitoring purposes

## Collection your personal data

We collect personal information through:

- Applications
- Declaration of interests
- Skills audits
- GovernorHub
- Meeting records

Data collected is essential for the trust'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.

## Storing your personal data

The personal data we collect and use is kept within our systems or in manual files. We use email, google drive and GovernorHub to enable authorised users to transfer information to one another.

Some personal data is kept for different lengths of time. For example;

- Your data is kept for 6 years after the date you leave your role

If you would like to know how long we keep a specific piece of personal data, please contact the Trust's Data Protection Officer (\*DPO) whose details can be found at the end of this privacy notice.

## Sharing your personal data

We do not share personal information about you without consent, unless the law and our policies allow us to do so.

We routinely share information with The Department for Education (DfE) who collect personal data from educational settings and local authorities. We are required to share information 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.

## 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 [dpo@fcat.org.uk](mailto:dpo@fcat.org.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.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Governance Lead at [ciara.gregson@fcat.org.uk](mailto:ciara.gregson@fcat.org.uk).

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in June 2023.

## Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, [dpo@fcat.org.uk](mailto:dpo@fcat.org.uk).

## How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

## Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the Department for Education (DfE) unless the law allows it.

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

**Approved by FCAT Trustees on Tuesday 11th July 2023**