Trustee Data Processing form

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice which can be found on the Horizons Therapeutic Education Trust website: Data Protection | Horizons Therapeutic Education Trust.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and HTET's privacy notice.

Do you have a DBS certificate? ☐Yes ☐No Date of check:

If you have lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? ☐Yes ☐No

Your position as Trustee will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Applicants should be aware of the following circumstances which might prevent them from being appointed as a Trustee:

- Inclusion in the list of those unsuitable to work with children
- Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a Trustee or since becoming a Trustee
- Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a Trustee
- Having received a prison sentence of 5 years or more
- Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a Trustee

SECTION 128 CHECK

The Trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school. This includes trustees who have been delegated any management responsibilities.

RIGHT TO WORK IN THE UK AND OTHER CHECKS

The Trust will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK.

SIGN AND DATE

Name (please print): Sign: Date:

Horizons Therapeutic Education Trust

Please complete all sections of this form using black ink or type.

Personal details and eligibility

PERSONAL DETAILS	
Title	
Name	
Address	
Phone number	
Email address	

Eligibility

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Have not been declared bankrupt
- Am not the subject of a bankruptcy restrictions order or an interim order
- Am not subject to any of the disqualifying reasons set out in the Disclosure and Barring section of this form
- Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)
- Have not been disqualified from holding office as a Trustee
- Have not been disqualified from being a company director and/or a charity trustee
- Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have not had my estate seized for the benefit of creditors and the declaration of seizure hasn't been discharged, annulled or reduced

Please sign and date to indicate that you have read, and agree to this information:

Signature: _____ Date: _____