

# Governance

# Privacy Notice

Policy owner:	Data Protection Officer (DPO)
Approved by:	Executive Leadership Team (ELT)
Ratified by:	Trust Board
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## 1. INTRODUCTION

To ensure Coastal Collaborative Trust (CCT) is run effectively whilst supporting the education of our children and young people, the Trust collects and uses information about its Members, Trustees and Governors. For the purposes of this policy Members, Trustees and Governors are referred to as 'you' or 'your', and the Trust is referred to as 'we' or 'ours'.

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

We, the Coastal Collaborative Trust (CCT) are the 'data controller' for the purposes of data protection law.

## **2. COLLECTION OF DATA**

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### **2.1 What information do we collect?**

The categories of information that we collect are:

- 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 our Academies;
- photographs;
- CCTV images captured on CCT premises;
- records of the work you do in conjunction with our staff and students;
- notes of meetings you may have attended.

We are also required to collect and use information that is given additional protection under the General Data Protection Regulations (GDPR), for example:

- Demographic information required for equal opportunities monitoring

### **2.2 Why we collect and use governance information**

The personal data collected is essential, in order 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 place upon us;
- c) to enable you to work with us;
- d) to maintain a safe working environment for our students;
- e) to ensure your health and safety;

- f) to keep you up to date with news about the Trust and our Academies

Under GDPR, we have a legal duty to process personal information for the above purposes. Details can be found in the [Academy Trust Handbook](#)

### **2.3 What is our legal basis for doing this?**

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 person and contact details;
- meet a legal requirement, i.e. providing information to the Department for Education (DfE);
- protect the vital interests of you or someone, i.e. giving your contact details to emergency services;
- delivering a public task, i.e. keeping a record on meetings.

Where we use a 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.

### **2.4 How do we collect 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.

### **2.5 How will we store your personal information?**

The personal data we collect and use is kept within our systems or in manual files. We use email, shared drives 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 six 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.

### **2.6 Will you share my 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 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 Get Information About Schools (GIAS) system and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see '[how the government uses your data](#)' by following this link.

## **2.7 Can I request access to my 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 information, contact [dpo@cctrust.uk](mailto:dpo@cctrust.uk).

You also have the right 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 concerns with us in the first instance or directly to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see '[how the government uses your data](#)' by following this link.

## **2.8 Can I withdraw my consent?**

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 [dpo@cctrust.uk](mailto:dpo@cctrust.uk)

## **2.9 Will this privacy notice change?**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. The latest version will always be available on the GovernorHub for your reference.

## **2.10 Who should I contact if I need any further information?**

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