

Privacy Notice for Members, Trust Board of Directors and Local Governing Bodies – How we use your information

2026/27

Who are we?

The Arden Forest C of E Multi Academy Trust is the 'organisation responsible for your information (data controller)'. This means the Trust is responsible for how your personal information is processed and for what purposes.

Arden Forest C of E Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA415063

You can contact the Academy Trust as the Data Controller in writing at AFMdatacontact@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our Governors/Trustees and other volunteers.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about Members, Trust Board Directors and the Local Governing Body Governors?

The categories of information that we collect, hold and share include:

- personal details and contact information;
- date of birth (where required);
- declarations of interests and business interests;
- qualifications and references where appropriate;
- DBS information and safeguarding checks;
- governor skills audits and training records;
- attendance at meetings;
- photographs and biographies where published;

- correspondence relating to governance activities.

We may also collect, use, store and share (when appropriate) information that falls into “special Categories” of more sensitive personal data. This includes:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements.
- Information relating to criminal convictions and offences.
- Photographs and CCTV footage captured in school.

We may also hold data about that you that we have received from other organisations, including other schools and social services, and the disclosure and Barring Service in respect of criminal offence data.

For what purposes do we use personal information?

We use Member, Trust Board Director and the Local Governing Body Governor data to:

- support effective governance of the Trust and its schools;
- meet our legal and regulatory obligations;
- maintain accurate governance records;
- undertake safer recruitment and safeguarding checks;
- administer appointments and terms of office;
- communicate with Members, Directors and Governors;
- provide training and development;
- publish statutory governance information;
- ensure appropriate access arrangements;
- manage declarations of interests.

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Collecting Member, Trust Board Director and the Local Governing Body Governor information

Much of the information we request is required so that we can meet our legal and regulatory obligations, assess your suitability for the role and support you in carrying out your responsibilities as a Member, Director or Governor.

Some information is also required to meet our safeguarding obligations and to comply with company, charity and education legislation.

Where the provision of information is optional, we will make this clear at the point it is collected. Choosing not to provide optional information will not affect your appointment unless that information is required to fulfil a legal obligation or enable you to undertake your governance role.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

1) To comply with the law

We collect and use general purpose information in order to meet certain legal requirements and legal obligations placed upon the school by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the Arden Forest C of E Multi Academy Trust to ensure that Member, Trust Board Directors and the Local Governing Body Governors receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that they are properly supported and able to fulfil their role and responsibilities.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

Who might we share your information with?

We routinely share Member, Trust Board Director and the Local Governing Body Governor information with:

- Department for Education
- Companies House (Members and Directors only)
- Get Information About Schools (GIAS)
- Diocese
- GovernorHub
- Governor training providers
- Disclosure and Barring Service
- Teaching Regulation Agency (where appropriate)
- Professional advisers
- Auditors
- Regulators
- Law enforcement agencies where required

We do not share information about our **Members, Trust Board Directors and Local Governing Body Governors** unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

International Data Transfers

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

What do we do with your information?

All personal information is held securely and processed in accordance with UK data protection legislation.

Personal information is only used for the purposes for which it was collected, unless there is a lawful reason to use it for another compatible purpose.

The Trust will only share personal information with third parties where there is a lawful basis to do so.

How long do we keep your information for?

All personal data is stored in line with the Trust's Data Protection Policy and Record Retention Schedule.

Records are securely destroyed or anonymised once the applicable retention period has expired.

Transferring data internationally

Where personal data is processed by suppliers outside the UK, appropriate safeguards are in place, such as adequacy regulations or approved international data transfer agreements, in accordance with UK data protection legislation.

Where appropriate, we undertake transfer risk assessments before personal information is transferred internationally.

What are your rights in relation to your personal information?

Under UK data protection legislation, you have the right to:

- request access to the personal information we hold about you;
- request that inaccurate or incomplete personal information is corrected;
- request the deletion of your personal information where applicable;
- request that we restrict the processing of your personal information in certain circumstances;
- object to the processing of your personal information where the law allows;
- request the transfer of your personal information to another organisation where applicable;
- withdraw your consent at any time where we rely on consent as the lawful basis for processing; and
- complain to the Information Commissioner's Office (ICO).

The Trust does not make decisions about staff based solely on automated processing or profiling.

If you wish to exercise any of your rights or request access to your personal information, please contact:

Data Protection Lead

Arden Forest C of E Multi Academy Trust
AFMdatacontact@welearn365.com

or

School Data Protection Officer

Warwickshire Legal Services
Email: schooldpo@warwickshire.gov.uk

Alternatively, you may write to:

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

If your request relates to a particular school within the Trust, please tell us which school it concerns.

Data Protection Complaints

We are committed to handling personal information fairly, transparently and in accordance with UK data protection legislation.

If you are dissatisfied with how the Trust has collected, used or shared your personal information, you may make a data protection complaint.

We encourage you to use the Trust's **Data Protection Complaint Form**, available from the Trust and each school, as this will help us investigate your concerns efficiently. Alternatively, you may submit your complaint by email or in writing.

Please send your complaint to:

Data Protection Lead

Arden Forest C of E Multi Academy Trust

Email: AFMdatacontact@welearn365.com

or

School Data Protection Officer

Email: schooldpo@warwickshire.gov.uk

Please provide as much information as possible about your concern, including the school (where applicable), the circumstances of your complaint and the outcome you are seeking.

What happens next?

Once we receive your complaint:

- we will acknowledge receipt within **30 calendar days**;
- we may contact you if we need further information;
- we will investigate your concerns fairly and objectively;
- we will keep you informed where appropriate; and
- we will provide you with a written response explaining the outcome of our investigation and any actions we have taken.

If you remain dissatisfied

If, after receiving our final response, you remain dissatisfied with how we have handled your complaint, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Website: www.ico.org.uk

Telephone: **0303 123 1113**

Review

Next review: July 2027 or sooner if legislation changes.

Data Table:

The table below set out the types of processing carried out by the Arden Forest C of E MAT and lawful reasons for doing so. The tables provide examples of the main categories of personal information processed by the Trust. They are not intended to be an exhaustive list, and additional processing may take place where permitted or required by law.

Purpose	Information we may use	Lawful basis	Typical recipients
Appoint and administer Members, Directors and Governors	Personal details, contact information, appointment records, declarations of eligibility	Legal obligation	Department for Education, Companies House (where applicable), GIAS
Maintain effective governance	Meeting attendance, training records, GovernorHub information, governance correspondence and skills audits	Public task	GovernorHub, governance professionals, training providers

Purpose	Information we may use	Lawful basis	Typical recipients
Meet safeguarding requirements	DBS information, references and safeguarding checks	Legal obligation	Disclosure and Barring Service, Teaching Regulation Agency where appropriate
Publish statutory governance information	Names, roles, terms of office, declarations of interests and attendance information	Legal obligation	Trust website, GIAS, Companies House (Members and Directors only)
Promote the Trust and its governance	Photographs and biographies where published	Consent	Trust website, newsletters and promotional publications
Respond to emergencies	Emergency contact information and medical information where provided	Vital interests	Emergency services

