

Privacy Notice – Members, Trustees and Local Governors Information

Data Controller: Synergy Education Trust

Address: % Stanley Primary School, Wordsworth Avenue, Blackpool. FY3 9UT

Data Protection Officer: SchoolsDPO@blackpool.gov.uk

The categories of members, trustees and local governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, email address, postal address and postcode)
- governance details (such as role, start and end dates and governor ID)
- Attendance at Meetings, Training and Committees

Why we collect and use members, trustees and local governor information

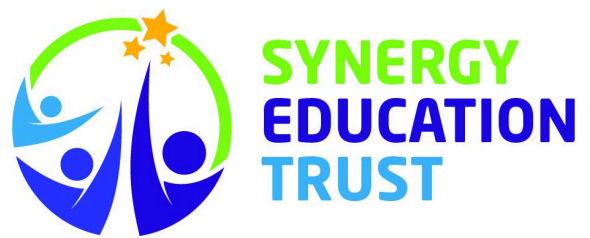
We collect and use members, trustees and local governor information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to administer the Trust's Trust Board and Committees and the school's governing body
- c) to promote the Trust and its values

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing personal information for general purposes are:

- Article 6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes; (e.g. publication of photographs)
- Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject; (e.g. health & safety, safeguarding)
- Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

The Trust does not routinely process members, trustees and local governors special category data', however, if required to do so it will identify an additional condition from Article 9(2)(a) of the GDPR.



All Academy trusts governing bodies under the [Academies Financial Handbook](#) have a legal duty to provide the governance information.

Collecting and Storing members, trustees and local governor information

We collect personal information directly from members, trustees and local governors. Members, trustees and local governor data 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 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.

Your personal data is stored on a secure system called Governor Hub. This is an access-controlled, encrypted system used to securely store and circulate governor information on behalf of the school. More information can be found at: [How GovernorHub stores and secures your data | GovernorHub Help Centre](#)

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [retention schedule or request a copy from your clerk](#).

Who we share members, trustees and local governor information with

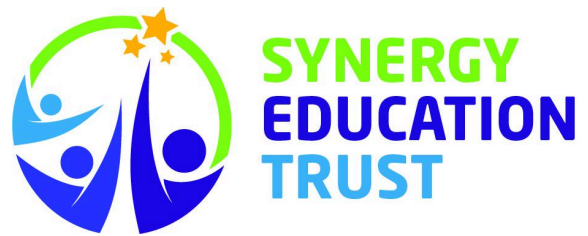
We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- training providers

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE), under section 538 of the Education Act 1996



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 the 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 the Trust office; on 01253 800318 or email : coo@seteducation.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

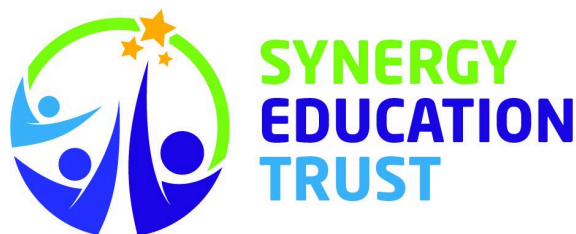
If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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.

Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/government/news/national-database-of-governors>



Note: Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

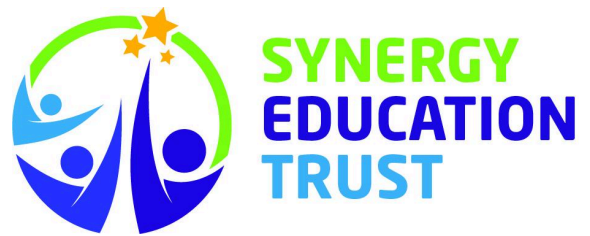
How to find out what personal information DfE hold about you

Under data protection legislation, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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>



How Government uses your data

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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

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 contact the Trust office; on 01253 800318 or email: coo@seteducation.org.uk

Contact

If you would like to discuss anything in this privacy notice, please contact: the Trust office; on 01253 800318 or email : coo@seteducation.org.uk