



Privacy notice for governance roles

Key Definitions

All policies incorporate the following schools or organisations within the Wandle Learning Trust:

- Chestnut Grove Academy
- Chesterton Primary School
- Paxton Academy
- Ravenstone Primary School
- Any other schools that may join the Trust from time to time as not listed above.
- Wandle Learning Partnership
- Little Wandle Letters & Sounds Revised

The terms Academy, School, Organisation, and Trust are considered interchangeable in the context of all Trust policies. For the purpose of this privacy notice, “we” refers to the Wandle Learning Trust.

Introduction

The Trust processes personal data relating to parents, pupils, staff, LAC members, trustees, visitors, and others. The Trust is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

Wandle Learning Trust takes the security of the data it holds very seriously. Individuals who are employed by or volunteer within the Trust have a legal right to be informed about how we use any personal information that is held about them. To comply with this, we provide a ‘privacy notice’.

This privacy notice explains how the Trust collects, stores and uses personal data about individuals who are employed or volunteer within the organisation.

Wandle Learning Trust are the ‘data controller’ for the purposes of data protection law.

The Data Protection Officer (DPO) is the first point of contact for individuals whose data the Trust processes, and for the Information Commissioners Office (ICO). Our DPO is Paul Hepworth and is contactable via DPO@wandlelearningtrust.org.uk

If you have any questions about this notice please contact Paul Hepworth who will be happy to help you.

The categories of governance information that we process

Personal data that we may collect, use, store and share (when appropriate) about those in governance roles includes, but is not restricted to:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor id)

- Governance information – business and pecuniary interests

Special categories of more sensitive personal data. This includes and is not limited to information about (where applicable):

- Data relating to disability
- Health data
- Demographic information required for monitoring equal opportunities
- Criminal data, provided as part of application and our recruitment processes

Why we collect and use governance information

The personal data collected is essential, in order for the Trust to fulfil their official functions and meet legal requirements.

- To meet the statutory duties placed upon us;
- To comply with safer recruitment practices and legal obligations to keep children safe in education;
- To enable you to work with us and enable you to take part in appropriate training and professional development;
- To ensure staff and children are safe in the workplace;
- To maintain security on the premises to safeguard staff and children;
- To meet health and safety obligations including ensuring that appropriate access arrangements can be provided for individuals who require them;
- To establish and maintain effective governance;
- To meet statutory obligations for publishing and sharing Local Academy Committee member, Trustee and Member details;
- To support the operational functioning of the Academy under its requirement as a public body organisation;
- To keep you up to date with news about the Academy and the Trust.

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for processing personal information for general purposes are to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Legitimate interest, Less commonly, we may also use personal information about you where:
 - You have given us consent to use it in a certain way
 - We need to protect your vital interests, or someone else's vital interests

All academy trusts, under the [Academies Financial Handbook academy trust handbook](#) have a legal duty to provide the governance information as detailed above.

Collecting governance information

We collect personal information via your application form to become a member of the Trust governance team.

Data about governance roles 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 if you are being asked to provide data on a voluntary basis.

Storing governance information

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 contact the data protection officer.

Who we share governance information with

We routinely share this information with:

- the Department for Education (DfE)

Why we share governance information

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

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academies Financial Handbook academy trust handbook](#)

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see the '[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 our data protection officer Mr Hepworth, by emailing dpo@wandlelearningtrust.org.uk

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not 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 (ICO) at [Information Commissioner's Office](#).

For further information on how to request access to personal information held centrally by the Department for Education (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 data protection officer**.

Contact

If you would like to discuss anything in this privacy notice, please contact our data protection officer Mr Hepworth, by emailing **dpo@wandlelearningtrust.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>