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**Derby Diocesan Academy Trust**

**PRIVACY NOTICE FOR TRUSTEES, GOVERNORS AND OTHER VOLUNTEERS**

Derby Diocesan Academy Trust ('the Trust', 'we', 'us' or 'our') take data protection and our obligations with regard to data protection seriously. Under data protection law, individuals have a right to be informed about how the Trust uses any personal data held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the Trust in a voluntary capacity, including local governing board members, trustees, members and other volunteers.

**1 OUR DETAILS**

We are: Derby Diocesan Academy Trust  
Address: Deepdale Business Park, Ashford Road, Bakewell, DE45 1GT  
Web site: [www.ddat.org.uk](http://www.ddat.org.uk)  
ICO Registration Number: ZA102461  
Data Protection Officer: Hayley Wharton  
Contact Email: [hayley.wharton@ddat.org.uk](mailto:hayley.wharton@ddat.org.uk)

**2 WHO PROCESSES YOUR INFORMATION**

Derby Diocesan Academy Trust is the data controller for the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation (together the "Data Protection Law") of the personal information you provide to us. This means that the Trust determines the purposes, and the manner in which, any personal data is processed.

**3 WHY WE COLLECT DATA**

We collect and hold personal information relating to our local governing board members, trustees, members and other volunteers. We may share personal data with other agencies as necessary under our legal duties or otherwise in accordance with our duties and obligations as a Trust. Whilst the majority of personal data we are provided with or collect is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

We will collect and process personal data to:

- **Establish and maintain effective governance**
- **Meet statutory obligations:** including publishing and sharing governors' and trustees' details
- **Assist with safe recruitment:** as part of our safeguarding obligations towards pupils.
- **Monitor equal opportunities**
- **Ensure access:** to enable the Trust to make appropriate access arrangements can be provided for volunteers who require them;

- **Contact you or others known to you:** to contact you directly when you are not on the premises or contact others known to you (where you have provided their information) in cases where it would be reasonable for us to contact that individual.
- **Meet legal and audit requirements:** including statutory returns and payment of expenses.

For some governance roles we may need to consider information held about the religious affiliation of individuals. As religious beliefs constitute a special category of personal data, we may use this information to evaluate suitability of candidates for a specific role. We will tell you about this when we are recruiting for any such role.

#### 4 LEGAL BASIS FOR PROCESSING

The Trust will process your information in accordance with Data Protection Law (the UK General Data Protection Regulation and the UK Data Protection Act 2018 and any other applicable law) and its own Data Protection Policy. All academy trusts, under the [Academy Trust Handbook](#), have a legal duty to provide governance information.

The legal basis for the use of your personal data will be one or more of the following:

- To satisfy our legal obligations and statutory duties including notifying the DfE or Companies House of the appointment or vacating of the positions of a member, trustee or governor
- To carry out a task in the public interest or in the exercise of official authority in our capacity as a Trust
- To protect your vital interests (or someone else's interests)
- Where we have legitimate interests in processing the data, for example providing data to third party health and wellbeing providers
- Where we have the consent of the individual.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Where the Trust processes sensitive personal data, one of the following conditions of processing under Article 9 of the UK GDPR will also apply:

- Processing is necessary to carry out obligations in the field of education
- It is protecting someone's vital interest
- It is necessary for reasons of substantial public interest, including the safeguarding of children and individuals at risk; the prevention of fraud; and preventing or detecting unlawful acts
- It is used for the purpose of preventive or occupational medicine
- Processing is carried out in the course of legitimate activities with appropriate safeguards
- Processing relates to personal data manifestly made public by the data subject
- It is necessary for the establishment, exercise or defence of legal claims.

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## 5 CATEGORIES OF INFORMATION WE COLLECT

We may collect and process the following types of personal data (please note this list does not include every type of personal data and may be updated from time to time):

- Personal identifiers, contacts and characteristics (such as name, address, phone numbers, personal email address and date of birth)
- Governance details (such as role, start and end dates)
- Qualifications and employment records including work history, job titles, training records and professional memberships, in particular relating to governance
- Information about business and pecuniary interests
- Attendance information at meetings
- Medical information (such as food allergies or medication needed in an emergency)
- Contact and next of kin information (such as telephone numbers of contacts that an individual would want the Trust to contact in an emergency).

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data where this is necessary. This includes information about (where applicable):

- Race or ethnic origin (usually anonymously)
- Religious beliefs
- Sexual orientation (for example as part of an investigation into complaints, made by you or others, into matters such as discrimination, etc)
- Trade union membership and political opinions, where applicable and not as a matter of course
- Health, including any medical conditions and access requirements
- Data relating to criminal convictions or offences or related security measures (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations).

We have CCTV and camera recordings on site for security purposes (please refer to our separate 'Privacy Notice CCTV'). In addition, external calls to and from some school switchboards within the Trust are automatically recorded. Where this takes place, the caller is notified. Recordings are only accessed for crime prevention, security or training purposes, or in the event of a safeguarding concern or complaint.

## 6 WHO WILL HAVE ACCESS TO YOUR DATA

We do not share personal information about you with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Schools within the Trust
- The Local Authority
- The Department for Education (DfE) and the Education Skills Funding Agency (ESFA)
- Regulatory bodies, such as Ofsted

- Suppliers and service providers to enable them to provide the service we have contracted them for, such as Trustee and Governor support
- Our auditors
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- An independent reviewer where a complaint has been made by a parent.

We are required to share information about our trustees and governors with the DfE under the requirements set out in the Academy Trust Handbook. All data is entered manually on the Get Information about Schools (GIAS) service 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 Government uses your data' section at the end of this notice.

This list is not exhaustive. Third party suppliers will process data on our behalf. We investigate these third party suppliers to ensure their compliance with relevant data protection laws and specify their obligations in written contracts.

## **7 HOW DATA WILL BE PROCESSED**

Personal data may be processed in a variety of ways; this will include but is not limited to:

- Maintaining written records for governance and audit purposes
- Medical or allergy information displays
- Identification
- Sending by e-mail
- Adding to spreadsheets, word documents or similar for the purposes of assessing personal data.

## **8 WHERE WE STORE DATA AND HOW WE KEEP DATA SECURE**

Paper copies of personal data are kept securely at the Trust and its schools; for example, in secure filing cabinets. Electronic copies of personal data are kept securely, and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving personal data to third parties (for example, software providers) it is possible that this personal data could be stored in a location outside of the UK. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this privacy notice. In particular, any transfer of your personal data and/or special category personal data made by us to a location outside of the UK that does not provide adequate protection will be governed by clauses in a written contract in order to keep these secure.

## **9 RETENTION PERIODS**

We will only retain personal data for as long as is necessary to achieve the purposes for which they were originally collected. Once your relationship with us has ended, we will delete information

in accordance with the Trust's Data Retention Policy. Once the retention period concludes the data is securely and safely destroyed or deleted.

## 10 YOUR DATA RIGHTS

The UK General Data Protection Regulation and associated law gives you rights in relation to personal data held about you and your child. These are:

- **Right to be informed:** you have the right to be informed about the collection and use of your data. This notice contains information in relation to the collection of your personal data, however, if we collect additional data for other purposes, we will inform you about this.
- **Right of Access:** if your personal data is held by the Trust, you are entitled to access your personal data (unless an exception applies) by submitting a written request. We will aim respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know.
- **Right of Rectification:** you have the right to require us to rectify any inaccurate personal data we hold about you. You also have the right to have incomplete personal data we hold about you completed. If you have any concerns about the accuracy of personal data that we hold then please contact us.
- **Right to Restriction:** you have the right to restrict the manner in which we can process personal data where:
  - the accuracy of the personal data is being contested by you;
  - the processing of your personal data is unlawful, but you do not want the relevant personal data to be erased; or
  - we no longer need to process your personal data for the agreed purposes, but you want to preserve your personal data for the establishment, exercise or defence of legal claims.

Where any exercise by you of your right to restriction determines that our processing of particular personal data are to be restricted, we will then only process the relevant personal data in accordance with your consent and, in addition, for storage purposes and for the purpose of legal claims.

- **Right to Erasure:** you have the right to require we erase your personal data which we are processing where one of the following grounds applies:
  - the processing is no longer necessary in relation to the purposes for which your personal data were collected or otherwise processed;
  - our processing of your personal data is based on your consent, you have subsequently withdrawn that consent and there is no other legal ground we can use to process your personal data;
  - the personal data have been unlawfully processed; and
  - the erasure is required for compliance with a law to which we are subject.
- **Right to Data Portability:** you have the right to receive your personal data in a format that can be transferred. We will normally supply personal data in the form of e-mails or other mainstream software files. If you want to receive your personal data which you have

provided to us in a structured, commonly used and machine-readable format, please contact us via the details in Section 0 of this Notice.

- **Right to object:** you have the right to object to the processing of your personal data where one of the following grounds apply:
  - the processing is based on legitimate interests or the performance of a task in the public interest;
  - the processing is for direct marketing; or
  - the processing is for the purposes of scientific/ historical research and statistics.

You can find out more about the way these rights work from the website of the Information Commissioner's Office (ICO).

## 11 REQUESTING YOUR DATA

Where the Trust holds personal data concerning you, you are entitled to access that personal data and the following information (unless an exception applies):

- A copy of the personal data we hold concerning you, provided by the Trust
- Details of why we hold that personal data
- Details of the categories of that personal data
- Details of the envisaged period for which that personal data will be stored, if possible
- Information as to the source of personal data where that personal data was not collected from you personally.

If you want to receive a copy of the information that we hold, please contact us via the details in Section 1 of this Notice.

## 12 MAKING A COMPLAINT

If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the ICO, the supervisory authority for data protection issues in England and Wales. We would recommend that you complain to us in the first instance, but if you wish to contact the ICO you can do so using the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

ICO Helpline: 0303 123 1113

ICO Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

ICO Postal Address: Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF



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## 13 CHANGES TO THIS NOTICE

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy notice was last updated on 3<sup>rd</sup> September 2021.

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## 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.

## 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>

Some of these personal data items are not publicly 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 the DfE hold about you

Under the terms of the Data Protection Act 2018, you're 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>.

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