



## Privacy Notice: Trustees and Members

Updated December 2021

Under the UK General Data Protection Regulation (GDPR) 2018, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **Trustees** (also known as Governors) and **Members**.

Walkwood Academy Trust is the 'data controller' for the purposes of data protection law. Our Data Protection Officer is [Office Manager](#).

### The personal data we hold

Under the UK's UK General Data Protection Regulation, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who hold positions related to our school's governance.

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth
- Start and end dates for your governance function
- Qualifications as stated in the skills audit
- Identification documentation
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

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

- Gender
- Ethnic group
- Age



## Why we use this data

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements which are outlined in the Academy Trust Handbook. We collect and use governance information to meet the statutory duties placed upon us.

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- comply with a legal obligation;
- carry out a task in the public 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 interests).

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. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## Collecting this information

Governance roles data is essential for the school's operational use. While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## How we store this data

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 our school website to view the [Data Protection Policy](#).

## Data sharing

We do not share information about you with any third party without your 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:

- Our local authority – to meet our legal obligations
- The Department for Education – in compliance with our Articles, Deeds, funding agreement and as set out in the under the requirements set out in the [Academies Financial Handbook](#).
- Diocese of Worcester – to meet our obligations as a Church of England sponsored academy
- Ofsted – as part of the regulatory framework for inspection
- Our auditors - as part of the funding agreement



- Security organisations, Police forces, courts, tribunals – as required by law or requested under specific legislation
- Professional bodies – as part of the regulatory framework of the school, its funding agreement or as legitimate interest

## Your rights

### How to access personal information we hold about you

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our [Data Protection Officer](#).

### Your other rights regarding your data

You can

- 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.

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 our [Data Protection Officer](#).

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our [Data Protection Officer](#).

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated **December 2021**.

