



CORINIUM  
EDUCATION  
TRUST

## **Privacy Notice for Trustees and Governors**

### **1. Introduction**

- 1.1. Information (or 'data') about you is valuable and needs to be protected to ensure it doesn't end up with someone who might exploit their access to your information. You can expect the Trust to protect your data and this document sets out how we do that and what rights you have in respect of information we hold about you.

### **2. Why do we need to hold data about you?**

- 2.1. We use the information we hold about you to:
- Record your contact details;
  - Contact you or your named contacts at home should we need to;
  - Meet any other legal obligations for data sharing we have including:
    - The Trust's Master Funding Agreement with Department for Education (DFE) and the Academies legal framework;
    - Safeguarding Vulnerable Groups Act 2006;
    - The Childcare (Disqualification) Regulations 2009.

### **3. What types of information do we hold about you?**

- 3.1. Information about you which we routinely collect and store (and share with others when required or appropriate) are:
- personal information (such as name, address and contact details, national insurance number and a photograph);
  - special categories of data including characteristics information such as gender, age, ethnicity and medical details where necessary;
  - safeguarding information such as your DBS check history;
  - qualifications (if relevant).
- 3.2. Trustees and Governors are under an obligation to provide accurate information and to disclose all information relevant to the appointment.

### **4. How will we collect your data, where do we keep it and where and when do we destroy it?**

- 4.1. Most of the basic information about you is collected on your initial appointment by the The Corinium Education Trust. We are legally obliged to request most of this information but some of it is provided voluntarily and we explain why we are collecting this additional information on the forms we ask you to complete.
- 4.2. Personal data is only sought from the data subject. No third parties will be contacted to obtain members' personal data without the data subject's consent and an explanation of why we need that information and what we will do with it at the time.
- 4.3. Much of the information given to us upon appointment is transferred to our computerised administration systems and held securely on our computer network. Only colleagues who need to access your information can do so. Any paper records are also held securely.

- 4.4. We have specific guidelines about how long we retain your information for and you can request a copy of these if you wish. All personnel records about you will be deleted and paper records disposed of securely 7 years after you leave your appointment. During your appointment any paper records containing your personal data which are no longer required are shredded.

## **5. Will my data be given to anyone outside of The Corinium Education Trust?**

- 5.1. In some circumstances we share information about you with other organisations. Sometimes this is because we are required by law to do so and sometimes it is to ensure that you get the benefits you are entitled to.
- 5.2. Organisations that we routinely share data with are:
- The DfE who carry out an annual workforce census so they have a national picture of staff employed in education.
- 5.3. The DfE may share information about Trustees and school Governors with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:
- conducting research or analysis;
  - producing statistics;
  - providing information, advice or guidance.
- 5.4. The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:
- who is requesting the data;
  - the purpose for which it is required;
  - the level and sensitivity of data requested; and
  - the arrangements in place to securely store and handle the data.
- 5.5. To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.
- 5.6. For more information about the DfE's data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- 5.7. When we are voluntarily sharing your data with anyone outside the Trust we have to have a legal agreement in place with them which includes them committing to handle your data securely while they need it and to dispose of it securely as soon as they don't need it any longer.

## **6. What if I want to know what data The Corinium Education Trust holds on me or have concerns about my data?**

- 6.1. You have a legal right to request access to all the data that we hold about you. This is called a 'subject access request' and requests need to be made in writing to The Corinium Education Trust's Data Protection Officer.
- 6.2. You also have the right to:
- Object to us processing any of your data if it is causing you distress (or is likely to do so);
  - Have any incorrect personal data corrected or destroyed;
  - Prevent us allowing automated systems to make decisions about you without a human being involved;
  - Ask us for compensation if we breach any statutory Data Protection regulations.

## 7. Who looks after my data at the Trust?

- 7.1. Some colleagues process data about colleagues in their daily work but they can only access data that is necessary for them to do their jobs. All staff within The Corinium Education Trust are aware of their obligations to keep personal data secure and the Trust has a Data Protection Policy which you can request a copy of if you wish to know more.
- 7.2. The Trust has a Data Controller within each school, who is responsible for overall data protection for that school within the Trust. For Deer Park, this is Richard Clutterbuck, Head, and he should be contacted in the first instance if you have any concerns about how we are processing your data. For the primary schools, please contact the Headteacher in the first instance.
- 7.3. The Trust also has a **Data Protection Officer** (DFO) who makes regular checks to ensure we are complying with current data protection legislation and best practice.
- 7.4. The Corinium Education Trust's Data protection officer is Tessa Rollings, Director of Finance and Operations.
- 7.5. The Trust is registered with the **Information Commissioner's Office** and if there were a significant data breach (i.e. the accidental or unlawful disclosure, alteration, loss or destruction of your personal data) we have to report this to them and we can be fined.
- 7.6. If you have any questions or concerns about the way we are collecting or using your personal data please contact the Data Controller named above.

## Document History

<b>Creation Date</b>	November 2021
<b>Trust Lead</b>	Director of Finance and Operations
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Nov 2021	New Privacy Notice consistent with those for staff and pupils and families.	AXT	Nov 2022
Nov 2022	References to school changed to The Corinium Education Trust. Acronyms expanded on first use. Paragraphs numbered. Changed name of DFO to Tessa Rollings. The role of the DFO is to be reviewed in 2022-23.	CXH	Nov 2023