

Shireland Collegiate Academy Trust

# Privacy Notice – Governors and Trustees

2018

<b>Committee and Date Approved</b>	Trust Board – May 2018
<b>Category</b>	Statutory - DfE
<b>Next Review Date</b>	Annually unless change in legislation - <b>Autumn 2019</b>
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	CEO of Shireland Collegiate Academy Trust

**The Trust, all Academies within the Trust and Shireland Learning  
Limited adhere to this notice.**

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## Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data 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 working with the Trust in a voluntary capacity, including governors and trustees.

We, Shireland Collegiate Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Hasnain Panjwani (see 'Contact us' below).

## The Personal Data We Hold

### The Categories of Data held

We process data relating to those volunteering at our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

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

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

## Why We Use This Data

The purpose of processing this data is to support the Trust to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors'/trustees' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

## The 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)
- We have legitimate interests in processing the 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.

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

## Collecting this Information

While the majority of the 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.

## Storing the Data

Personal data is stored in accordance with our Data Protection Policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Record Retention Schedule. This Retention Schedule is attached to the Trust's Data Protection Policy.

## Sharing the Data

### Why we Share Data

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:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants

- Employment and recruitment agencies
- Police forces, courts

## Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Use of your personal Information for Marketing Purposes

Where you have given us consent to do so, the Trust may send you marketing information by e-mail or text promoting Trust, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

## Your Rights

### How to Access the Data we Hold About You

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a 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

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact 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

### **Shireland Collegiate Academy Trust – Data Protection Officer (DPO):**

Dr Hasnain Panjwani

Shireland Collegiate Academy Trust

Waterloo Road

Smethwick

B66 4ND

[dpo@collegiateacademy.org.uk](mailto:dpo@collegiateacademy.org.uk)

### **Shireland Collegiate Academy – Data Protection Representative (DPR)**

Mr Dave Green

Shireland Collegiate Academy

Waterloo Road

Smethwick

B66 4ND

[David.green@collegiateacademy.org.uk](mailto:David.green@collegiateacademy.org.uk)

### **Thorns Collegiate Academy – Data Protection Representative (DPR)**

Dr Charles Erb

Thorns Collegiate Academy

Stockwell Avenue

Quarry Bank

Brierley Hill

DY5 2NU

[cerb@thorns-s.dudley.sch.uk](mailto:cerb@thorns-s.dudley.sch.uk)

**Holyhead Primary Academy – Data Protection Representative (DPR)**

Ms Lisa Smith

Holyhead Primary Academy

Holyhead Road

Wednesbury

WS10 7PZ

[LSmith@hpa.shirelandcat.org.uk](mailto:LSmith@hpa.shirelandcat.org.uk)

