



St James & Emmanuel
Academy Trust

Privacy Notice – Trustee and Governors

June 2023



The St. James and Emmanuel Trust have entered in a service level agreement with Stockport’s Information Governance Service and uses the policies and guidance produced by them as the basis for Trust policies and approaches in relation to information governance and GDPR.

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	IG Team	IG Team	15.06.2018	01.09.2019	No Changes
V2	IG Team	IG Team	01.09.2019	01.09.2020	No Changes
V3	IG Team	IG Team	23.09.2020	01.09.2021	Annual Review
V4	IG Team	IG Team	10.11.2021	01.09.2022	No Changes
V5	IG Team	IG Team	01.11.2022	01.09.2024	Collect; Categories; Store; Share

How we use trustee/governor information

This privacy notice explains how we collect, store and use personal data about individuals working within the Academy Trust as a trustee/governor.

We collect your information to;

- enable you to serve as a trustee/governor
- comply with our statutory safeguarding obligations
- deliver appropriate training
- effectively manage the academy/academy trust
- fulfil statutory reporting to the Department for Education
- Monitor the security of the academy’s site to ensure the safety and wellbeing of staff, pupils and visitors

The categories of academy/academy trust information that we process

These include:

- Personal information (such as name, address, date of birth, email address, telephone numbers, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Disability and access requirements
- Employment details
- Images and video footage (CCTV)

Why we collect and use trustee/governor information.

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

- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller.

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 the vital interests of the individual (or someone else's interests).

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

Collecting trustee/governor information

We collect personal information via individual trustees/governors.

Trustee/governor data is essential for the academy's / academy trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing trustee/governor information

Any information about a board of trustees or local governing board member is kept secure and is only used for purposes directly relevant to your term as a trustee/governor at the academy/trust. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

For more information on our data retention schedule and how we keep your data safe, please contact the academy trust for more details.

Who we share trustee/governor information with

We routinely share information with appropriate third parties, including:

- The Department for Education (DFE)
- Ofsted
- Police forces, courts, tribunals
- Diocese of Manchester
- Local Authority

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

Why we share school trustee/governor information.

We do not share information about our trustees/governors with anyone without consent unless the law and our policies allow us to do so.

Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the Secretary of State requires boards to

provide certain details they hold about people involved in governance, as volunteered by individuals, and the information kept up to date.

Data collection requirements

The DfE collects and processes personal data relating to those governing schools (including single and multi-academy trusts (MATs)) and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censusesfor-schools>

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 please contact the academy trust to make a request or alternatively you can view our Data Subject Rights Policy on the trust website.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact us

If you would like to discuss anything in this privacy notice, please contact the office of the relevant academy for further information.

Or the Academy's Data Protection Officer:

IGacademysupport@stockport.gov.uk

0161 474 4299