

Privacy Notice for Member/Trustee/School Governor

In accordance with Data Protection legislation, individuals have a right to be informed about how the Trust and its schools use any personal data that is 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, hold, process and share personal data about individuals who are appointed as a Member, Trustee, or School Governor. This Notice may be subject to change.

Who we are

Pontefract Academies Trust is a 'Data Controller' as defined by Article 4 (7) of General Data Protection Regulations (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Pontefract Academies Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Pontefract Academies Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526

Any correspondence with the DPO must include the name of our Trust and the name of the school within our Trust if relevant.

What information we collect

The categories of information that we collect, hold, process, and share include the following:

- Personal information (such as name, marital status, date of birth, address, telephone number, email address)
- Compliance information (such as right to work in the UK, section 128 checks, confirmation of DBS checks and records of business and pecuniary interests)
- Skills and experience (such as occupation, information provided during skills audits)
- Personal information relating to your particular role (such as for Parent School Governors)
- Information relating to the history of your appointment
- Participation information (such as attendance at/absence from meetings, minutes, training undertaken with the Trust)
- Register of business/pecuniary/other educational organisation interests
- School visitor information system records

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- Race and/or ethnicity may be collected for equality monitoring purposes

Why do we collect your personal data?

We use this data to:

- enable us to communicate with you
- enable us to determine your eligibility to serve as a Member, Trustee, or School Governor
- to comply with legislative and statutory requirements relating to the recording and publication of information about our governance arrangements
- to maintain a comprehensive picture of our governance to inform Member, Trustee and School Governor, recruitment and development policies

We only collect and use personal information about you when the law allows us to. The Trust relies on Article 6(1)(c) and Article 9(2)(b) of the GDPR to process your personal and special category data. Most commonly, we process it to:

- allow us to determine your eligibility to be appointed as a Member, Trustee, or School governor
- comply with our legal obligation to maintain records of meetings and publish information about our Members, Trustees, and School Governors on our websites and on the Department for Education website – Get Information About Schools
- process in line with our legitimate interest to ensure that appointed individuals have the necessary skills and experience to fulfil their governance role effectively.
- safeguard pupils/students who we are responsible for educating

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application, however, we may need to collect additional information about you from, but not necessarily limited to the following organisations:

- The Disclosure and Barring Service

Who do we share your personal data with?

We routinely share your information with:

- The Department for Education (DfE)
- Companies House to register Trustees as Company Directors
- Our appointed auditors and governance training providers
- The wider public via our Trust and school websites and via the Companies House and DfE websites

CCTV

Some of our schools use Closed Circuit Television (CCTV) cameras for the purposes of monitoring our premises and to support any pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely

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stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

How long do we keep your personal data for?

Your information is stored in line with the Pontefract Academies Trust Records Management Policy and Procedures. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under data protection legislation, you have the right to request access to information about you that we hold. This is referred to as a 'Subject Access Request'. To make a request for your personal information email dpo@patrust.org.uk.

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

Contact

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF

casework@ico.gsi.gov.uk

Telephone: 03031 231113 (local rate) or

Telephone: 01625 545 745 (national rate number)

Further information

If you would like to discuss anything in this privacy notice, please email dpo@patrust.org.uk