CRESCO Multi Academy Trust

Privacy Notice

School Governors

Based on the DfE model privacy notice September 2022

March 2023

Privacy Notice (How we use personal information on Get Information about Schools (GIAS))

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and address)
- governance details (such as role, start and end dates and governor ID)

Why we collect and use governance information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements. We collect and use governor information, for the following purposes:

a) To meet the statutory duties placed upon us
b) Enable the development of a comprehensive picture of governance and how it is deployed
c) To enable appropriate checks to be completed
d) Enable individuals to be kept informed of governance training, book training and relevant information
e) To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment
f) To undertake our responsibilities for safeguarding children
g) To communicate with you
h) To comply with the law regarding data sharing

Our Legal Obligations

We must make sure that information we collect and use about governors is in line with the UK GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as:

- Article 6 and Article 9 of the UK GDPR
- under the Academies Trust Handbook academy trusts have a legal duty to provide governance information
- under the Companies Act 2006 academy trusts have a legal duty to provide information on members and directors to Companies House

Collecting governance information

We collect personal information via ***governor contact forms***

Governance roles data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be 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 governance information

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 *www.crescomat.co.uk*

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- other governors, members and trustees on the trust governing board and local governing bodies
- Disclosure & Barring Service
- the clerk to the board
- Governor Services
- Companies House

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

As a school which subscribes to The Billericay TSA and the NGA we share information for booking training and accessing support services.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities.

We are required to share information about our governnance roles with the Department for Education (DfE) under the requirements set out in the Academy Trust Handbook

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

The Clerk to the Board

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the trust. The individual school Single Central Records and Trust Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the trust.

Other members/trustees/governors on the same Governing Board (or in the same MAT)

For ease of communication and with your consent contact details may be shared with other governors on the board.

Disclosure and Barring Service

All maintained school governors are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

Companies House

Academy trusts are required to tell Companies House within 14 days about changes to the Board including new appointments, resignations and change of details.

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, contact *the trust clerk and compliance officer*

You also have the right to:

- 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 to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at https://ico.org.uk/concerns/

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

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 *the trust clerk and compliance 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 on ***21st March 2023.***

Contact

If you would like to discuss anything in this privacy notice, please contact:

CRESCO MAT Data Protection Officer
SBM Services
Park Lane Business Park
Langham
Essex
CO4 5WR

How Government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained, academies, academy trusts and the Depart for Education (DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to https://www.gov.uk/government/news/national-database-of-governors

Some of these personal data items are not publicaly available and are encrypted within the GIAS system. Access is restricted to a small number of Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the Department for Education (DfE), unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DFE) personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact DfE: https://www.gov.uk/contact-dfe