



# THE NEW GUILD TRUST

Privacy Notice  
Governance

## **POLICY**

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School  
Jackfield Infant School  
Alexandra Junior School  
Alexandra Infants' School**

### **Approval and Review**

Committee to Approve Policy	Trust Board
Date of Board / Academy Committee Approval	Dec 2020
Chair of Board / Academy Committee	Mrs L Eagle
Signature	<i>L Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K Peters</i>
Policy Review Period	12 months
Date of Policy Review	Dec 2021

<b>Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Changes</b>	<b>Reason for Alterations (From and To)</b>
V1	Dec 20		Initial policy

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**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 (inc emails) and postcode)
- 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 governance information, for the following purposes:

- Comply with the law regarding Section 72 of the Education and Inspections Act 2006
- Comply with the statutory requirements for recording governance within the Academies Financial Handbook, Funding Agreement, Articles of Association and Get Information About Schools on the DfE Database.
- Provide appropriate statutory advice and guidance
- Deliver governor advice, guidance, information and training.

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- We need to comply with a legal obligation (see above)
- We provide governor advice, guidance, information and training

All academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

**Collecting Governance Information**

We collect personal information via governor/trustee contact forms (where applicable).

Governance 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 keep the personal information about members/trustees/governors while they are appointed to the role. This is stored secure on IT and manual systems and is only accessible by specific people who need this 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 [https://www.newguildtrust.co.uk/wp-content/uploads/2020/12/NGT-Records\\_Management-Policy-December-2020.pdf](https://www.newguildtrust.co.uk/wp-content/uploads/2020/12/NGT-Records_Management-Policy-December-2020.pdf)

**Who We Share Governance Information With**

We routinely share this information with:

- our Local Authority – SGS (where applicable)
- the Department for Education (DfE)

- Schools within the MAT
- Appropriate regulators i.e. Ofsted, Regional Schools' Commissioner

### **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.

### **Local Authority – SGS (School Governor Services)**

We are required to share information about our governors with our local authority (LA) and the School Governor services Department.

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about our governors with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the [Academies Financial Handbook](#)

We are required to share information about our governors with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by 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.

### **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 **Mrs Emma Searl, 01782 234440**

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to 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 at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by 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 Emma Searl at Moorpark Junior, Telephone 01782 234440.

### **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 **July 21**.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: **Emma Searl, 01782 234440**

## **How Government Uses your Data**

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

**Note:** Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

## **How to Find Out What Personal Information DfE Hold About You**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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>

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**Declaration**

I, \_\_\_\_\_, declare that I understand:

- **The New Guild Trust** has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data **The New Guild Trust** requires.
- **The New Guild Trust** may share my data with the DfE, and subsequently any agencies stated above.
- **The New Guild Trust** will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with **The New Guild Trust**, Records Management Policy.
- My rights to the processing of my personal data.

**Name of Trustee/Governor/Member:** \_\_\_\_\_

**Signature of Trustee/Governor/Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_