

22. Appendix 11 - Privacy Notice for Governance Individuals

Who processes your information?

The UST is the data controller of the personal information you provide to us. This means the Trust will determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. There may be times when it is necessary to share your personal data with a third party, this will only be done with your explicit consent, unless there is a legal requirement for the school to share your personal data.

Why do we collect and use your information?

The Trust collects your personal data to help us run the school by:

- Establishing and maintaining effective governance;
- Meeting our statutory obligations for publishing and sharing details;
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils;
- Undertaking equalities monitoring; and
- Ensuring that appropriate access arrangements can be provided if required.

Which data is collected?

The categories of Governor, Trustee and Member information that the school collects, holds and shares include the following:

- 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;
- Political opinions; and
- Disability and access requirements.

How long is your data stored for?

Personal data relating to Governors of the UST is stored in line with the school’s GDPR Policy. In accordance with the GDPR, the school does not store personal data indefinitely and data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The Trust will 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; or
- Police forces and the courts.

What are your rights?

Governors, Trustees and Members have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the Trust uses your personal data;
- Request access to the personal data that the Trust holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted; and
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Director of Data and Compliance or if preferred the DPO who can be contacted on specialistredactionservice@gmail.com. If you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113.