



Privacy Notice – Governors & Trustees

Policy Code:	Gov2
Policy Start Date:	December 2021
Policy Review Date:	December 2022

1. Introduction

1.1 This Privacy Notice explains how we collect, store and use personal data about individuals working with the Trust/Academy in a voluntary capacity, including Governors/Trustees.

2. The Categories of Personal Data

2.1 We process data relating to those who we employ, or otherwise engage, to work or volunteer at our Academies and Head Office.

2.2 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Personal information, including name, contact details, date of birth, email address and other personally identifiable data that may include Photographs of you or CCTV images
- Characteristics, such as race, ethnicity, nationality and sexual orientation, disability and access requirements
- Financial information
- Identity verification records, meeting attendance records, records of communications, records of visits to academies.
- Other, including a copy of your driving licence or passport, professional details, relevant business and pecuniary interest details, Role application details, references.

3. Why CIT uses this Data

3.1 The purpose of processing this data is to help the Trust and its Academies to:

- establish and maintain effective governance (this includes to consider the suitability for the role of a Governor/Trustee generally and in relation to the needs of the Trust/Academy.
- make Governor/Trustee appointments and removals
- monitor Governor/Trustee skills and address gaps
- meet statutory obligations for publishing and sharing Governors'/Trustee details
- facilitate safer recruitment as part of our safeguarding obligations towards pupils
- comply with the statutory duties placed on us in respect of governance
- undertake equalities monitoring
- ensure that appropriate access and other arrangements can be made for those who need them

4. Our Lawful Basis for Using this Data

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

- meet legal requirements imposed upon us such as our statutory duties in respect of governance and such as our duty to safeguard pupils.
- establish and maintain effective governance across the Academy Trust and academies/schools

4.2 We may also use personal information about you where:

- You have given us consent to use it in a certain way. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.
- Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

5. Collecting Information

5.1 We collect this information from information you send directly to us.

6. How CIT Stores the Data

6.1 The data collected will be stored on the Trust's network. We control access to systems and networks allowing us to stop people who are not allowed to view your personal information from getting access to it.

6.2 Your personal data will be kept in accordance with timelines specified in the Trust's Record Retention Policy.

7. Data Sharing

7.1 We will not share personal information about you with any third party without your consent unless the law and our policies allow us to do so.

7.2 We may share personal information about you with trusted external service providers (third parties) for the purpose of:

- Providing services such as references, qualification checks, criminal reference checking services (Enhanced DBS as required), verification of the details you have provided from third party sources.
- Government departments or agencies – to meet our legal obligations to share information about Governors/Trustees.
- Those local authorities we operate in – to meet our legal obligations to share certain information with them, such as details of Governors/Trustees.
- 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 Governor/Trustee recruitment agencies.
- Police forces, courts.

7.3 We will never rent or sell your data to any third party for their own marketing purposes and we will only disclose your data to another third party without your express consent when we are legally required to do so.

7.4 We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.

8. Transferring Data Internationally

8.1 Where we transfer personal data to a country or territory, we will do so in accordance with data protection law.

9. Your Rights

9.1 You have the right to:

- Ask for access to your personal information.
- Ask for rectification of the information we hold about you.
- Ask for the erasure of information about you.
- Data portability i.e. have your personal information transmitted electronically to another organisation in certain circumstances.
- Object to us processing your information.

10. Complaints

10.1 We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the DPO in the first instance.

10.2 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113.
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

11. Contact Details

11.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our DPO, details below:

- Tom Booth, Data Protection Officer, Community Inclusive Trust
Telephone: 03300 585520
Mobile: 07795 248836
E-mail: DPO@citacademies.co.uk
- The postal address of the Trust is:

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