



Royal Wootton Bassett Academy Trust

Privacy Notice

Members, Trustees, Governors, Committee Members and Clerk: those engaged by the schools within Royal Wootton Bassett Academy Trust, to explain how we use your personal information.

Written by: Caroline Harrison

RWBAT Responsibility: TELT

Date ratified: March 2021 Version Number: 2 Committee Reviewed:

Review Cycle: 24 months or as required

This document has been prepared in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation and other related legislation and applies to all schools and operations of Royal Wootton Bassett Academy Trust.

The Trust collects and processes personal data relating its members, trustees, governors, and co-opted committee members to manage the relationship. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

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

In providing governor training and support we collect the following personal information when you provide it to us:

- personal information (such as name, address, contact details, gender)
- special category characteristics (disability)
- governing body details
- governor type and term of office
- details of governance training booked and attended

The Trust will ask you to complete a legal declaration form, which confirms your eligibility to be a governor, and meets the Trust's statutory requirements

How we use your personal information

We use your personal information to:

- meet statutory reporting requirements. For example, maintain and publish a governance database on the Trust's website, statutory registers and information required and published by Companies House and the Department for Education
- enable external contractors, service providers, professional consultants and similar to deliver the agreed provision and/or objectives. For example, training providers.

- facilitate the delivery of highly effective governance. For example, skills audit, self-evaluation, recruitment, training, and succession planning.

The lawful basis on which we process this information

We have a legal obligation under section 30 of the Education Act 2002 and the Academies Financial Handbook to hold the governance contact details. We need contact details of the Trust's Governance team to fulfil our statutory duties and under the UK GDPR Article 6 and Article 9 under the legal basis of Legal Obligation.

We rely on consent to hold the home address, email address and phone number of all other types of governor. If consent is not given, we will contact you via a new email address issued by the Trust.

Where we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with

We share your personal information:

- the local authority – Governor support
- the Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association
- Governor Hub
- internally in the Royal Wooten Bassett Group of Schools including the Trust and its academies
- externally with commissioned providers
- externally to meet statutory requirements

We will share personal information with law enforcement or other authorities if required by applicable law.

Storing your personal information:

We hold your personal information for no longer than we need to and in accordance with our data retention schedule which can be obtained from our Data Protection Officer.

Your rights

Under the UK GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information

- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer at dpo@rwbatrust.org.uk. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent:

Where we are processing your data with your consent, you have the right to withdraw that consent if you change your mind or are unhappy with our use of your personal data. Please let us know by contacting the Data Protection Officer on dpo@rwbatrust.org.uk.

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 1st March 2021.

Contact:

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer on dpo@rwbatrust.org.uk.