



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success

Privacy Notice

(How we use member, trustee, governor and governance professional information)

The categories of governance information that we process include:

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

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.

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

- a) to meet the statutory duties placed upon us
 - b) to inform relevant authorities/organisations of a member/trustee/governor/governance professional appointment
 - c) to enable appropriate checks to be completed
 - d) enable individuals to be kept informed of governance training and relevant information.
- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**

Collecting governance information

Governance roles data is essential for the trust'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.

Storing governance information

We hold member, trustee, governor and data for the length of time that the individual serves plus 12 months and one day. The trust and school website's must include certain information on trustees/governors that have served in the last 12 months (name, category, term of office, appointed by, conflict of interest). Personal data of the governance professional as a member of staff will be kept for 6 years.

Collaborative Learning Trust, c/o Prince Henry's Grammar School, Farnley Lane, Otley, LS21 2BB.

Who we share governance information with

We routinely share this information with:

- the Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association
- Trust/School Office
- Companies House (Trust Board only)
- Disclosure and Barring Service
- Other Trustees/governors on the same Governing Board or in the same MAT

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.

Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis, (under the requirements set out in the Academy Trust Handbook) through Get Information About Schools (GIAS).

National Governance Association (NGA)

In order to access the NGA website and receive updates, it is necessary for the NGA to have email names and email addresses. In order for the governance professional to pass on email details to the NGA, a member, trustee or governor will be required to give informed and positive consent. An individual can unsubscribe at any time.

Trust Sharepoint

Papers such as minutes, agendas, supporting documents for meetings are managed through Sharepoint (depending on the school), ensuring that it is not necessary for individuals to hold these papers on personal electronic devices.

Local Governor Support Service (Leeds for Learning)

Sharing of governance information (minutes, agendas, supporting papers for meetings) is managed through Leeds for Learning (depending on the school) ensuring that it is not necessary for individuals to hold these papers on personal electronic devices.

School Office

In case of emergency or an Ofsted inspection, it is necessary for the central/school office to hold details of any individuals involved on the governance of the Trust.

Other members, trustees, governors, governance professionals on the same Governing Board/Trust

For ease of communication, and if appropriate, contact details may be shared with other members, trustees/governors on the same board or in the same Trust.

Companies House (Trust Board)

In accordance with Sections 167 & 167D of the Companies Act 2006 anyone on the Trust Board must be registered with Companies House as you are a Director of the Company.

Disclosure and Barring Service

All members, trustees and individuals are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

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, forward a request to **DPO@princehenrys.co.uk**.

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 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 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 Nicola Lunn, Governance Compliance Lead, (nicola.lunn@collaborativelearningtrust.co.uk)

Contact

If you have any questions regarding this privacy notice, please forward an email to dpo@princehenrys.co.uk.

How government uses your data

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

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow 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 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 publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a 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, 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 (SAR). 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>.