



Governance Privacy Notice

Privacy notice

Kenton School and Studio West are two schools which are part of the Northern Leaders Trust (collectively referred to as “**Northern Leaders Trust**”, the “**Trust**”, “**we**”, “**us**” or “**our**”). At Northern Leaders Trust we collect information from people engaged to act in a governance role as a member, trustee or academy advisor.

This privacy notice sets out what personal information we collect and hold about you and how the Trust uses your personal information.

It is important that you read this privacy notice together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing personal information about you so that you are fully aware of how and why we are using your personal information.

Contact details

If you have any questions about this privacy notice or our privacy practices, please contact our data protection officer in the following ways:

Full name of legal entity: Northern Leaders Trust

Data protection officer: Tracy Carson

Email address: Tracy.Carson@northernleaderstrust.org

Postal address: Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU

Telephone number: 0191 214 2201

Changes to the privacy notice and your duty to inform us of changes

We keep our privacy notices under regular review.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

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

- personal identifiers, contacts and characteristics (such as name, date of birth, gender, contact details, address and postcode)
- governance details (such as role, start and end dates and governor ID)
- occupation, skills and experience
- information acquired as part of your application to become a governor (including copies of identity checks, barred list checks and disqualification checks, information about bankruptcy, references and other info included in a CV, application form or cover letter as part of the application process)
- information about other posts held by you
- information about your conduct
- CCTV footage
- Information about your use of our information and communication systems
- Photographs

Why we collect and use this information

The personal data collected is essential, in order for the schools to fulfil their official functions and meet legal requirements. We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) where we need to protect your interests (or someone else's interests), including the prevention and detection of crime
- c) where it is needed in the public interest or for official purposes
- d) where we have your consent
- e) to make decisions about whether to appoint you as a governor
- f) making decisions about your continued appointment as a governor
- g) dealing with the processes for the election of governors
- h) complying with our safeguarding obligations
- i) financial information such as expenses
- j) complying with health and safety obligations
- k) sending you communications connected to your role as a governor
- l) for the purposes of undertaking governance reviews

The lawful basis on which we use this information

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

- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**

All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academy Trust Handbook have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- **g)** processing is necessary in the substantial public interest

Collecting school governor information

We collect personal information via application forms at the time of appointment as a member, trustee, or academy advisor.

Governance 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. 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 school governance information

The Trust has a Records Retention and Management Policy that identifies retention periods for keeping different types of information and how it is disposed of at the end of the administrative life of the record. We hold data securely for the set amount of time shown in our published data retention schedule.

Who we share school governor information with

We routinely share workforce information with:

- our local authorities;
- the Department for Education (DfE);
- other schools and academies across the Trust;
- the ICT managed service who maintain the school's IT systems;
- legal advisers when governors are involved in legal matters on behalf of the school;
- insurance providers when governors are involved in insurance claims;
- the Disclosure and Barring Service when governors are appointed

We may also share data with the police or other law enforcement agencies where it may be necessary for the prevention and detection of crime and if there is a legal basis to do so.

Why we share school governor information

We do not share information about our members, trustees, or academy advisors with anyone without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities.

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

We are also required to share information about our governors with the (DfE) under the requirements set out in the [Academy Trust Handbook](#).

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.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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

Further information

If you would like to discuss anything in this privacy notice, please also contact the Data Protection Officer at the addresses above.

How Government uses your data

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

- will increase the transparency of governance arrangements
- will enable schools 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 publicly 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