



LANGTREE SCHOOL TRUSTEES’

Privacy Notice - Trustees

(Internal use only)

LANGTREE SCHOOL ACADEMY TRUST COMPANY
 AN EXEMPT CHARITY LIMITED BY GUARANTEE
 COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Trustees of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:			
RECOMMENDED		STATUTORY	✓
REVIEW FREQUENCY		Annually	
DATE OF POLICY		January 2025	
DATE OF LAST REVIEW		January 2025	
REVIEW DUE		January 2026	
COMMITTEE		Finance	
Signed: Chair of Trustees			

Privacy Notice (How we use trustee, associate member and clerk information)

The following information outlines how we process your personal information while you are an individual in a governance role (trustee) in an Academy Trusts at Langtree School.

Our trust, The Langtree School Academy Trust, Reading Road, Woodcote, RG8 0RA, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Carolyn Ventress (see 'Contact us' below).

The categories of trustee information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- Governance details (such as role, start and end dates and trustee ID)
- Conflict of interest information
- ID evidence
- Safeguarding training dates and copy of certificate when completed
- Disclosure details, number and issue date
- CCTV video of still images

Where we use your personal information:

Below is a list of assets that hold personal data:

- Our trustees files
- Get Information About Schools (GIAS)
- National Governance Association (NGA)
- Single Central Record (SCR)

Why we collect and use trustee information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We process this information under Legal Obligation as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS), the Local Authority and Companies House about new individual in governance appointments; it is a statutory requirement for all individual in a governance role to have an enhanced DBS check and it is a statutory requirement that the school website includes individuals in a governance role and associate member information.

We collect and use information for individuals in a governance role, for the following purposes:

- a) To meet the statutory duties placed upon us
- b) Enable the development of a comprehensive picture of governance and how it is deployed

- c) To enable appropriate checks to be completed. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Enable individuals to be kept informed of governance training, book training and relevant information
- e) To inform relevant authorities/organisations of a member/trustee/trustee/clerk appointment
- f) Legal: police or court proceedings
- g) Support tribunal hearings

Under the General Data Protection Regulation (GDPR), the legal 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 Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

Collecting trustee information

Trustee details will be collected by the clerk to trustees. It can be collected by the Headteacher's PA when an individual in a governance role has submitted their part of the DBS Application, evidence is checked upon completion of the application process. Confirmation of the date and that the DBS document has been seen is recorded on the Single Central Register. On completion of safeguarding training a certificate of attendance is issued by the Safeguarding Trainer, a copy is kept by the school office. trustee data is essential for the school'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 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 trustee data

We hold trustee data in line with IRMS Toolkit guidelines data storage including time scales.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Who we share trustee information with

We routinely share this information with:

- The Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association / trustee Hub / The Key etc School Office
- Other trustees on the same governing board
- Disclosure and Barring Service
- The clerk to the board

- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals

How Government uses your data

The governance 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-trustees>

Note: Some of these personal data items are not publically 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.

Why we share trustee information

We do not share information about individuals in a governance role, associate members or clerks with anyone without consent unless the law and our policies allow us to do so.

Local Authority

We are required to share appointment and resignation information about board members with the Local Authority (LA) for inclusion on the ONE database.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis, through Get Information About Schools (GIAS).

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

We are required to share information about our trustees with the Department for Education (DfE) under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

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](#).

Additionally if we need to collect special category (sensitive) personal information, we rely upon reasons of legal obligation (not including contractual obligation), substantial public interest (equality of opportunity or treatment) or vital interest (to protect someones life) found in [UK GDPR Article 9](#):

National Governance Association (NGA)

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have names and email addresses for all members of the board. Home addresses for those trustees/trustees receiving the hard copy of the NGA magazine will also be supplied. In order for the clerk to pass on email details to the NGA a member, trustee or trustee will be required to give complicit consent. An individual can unsubscribe at any time.

School Office

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

Other members/trustees/trustees on the same Governing Board or in the same MAT

For ease of communication and with your consent contact details may be shared with other individuals in a governance role on the board.

Disclosure and Barring Service

All maintained school individual in a governance role are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

The Lawful Basis for processing personal data

The lawful bases for processing personal information are:

- In accordance with the 'public task' basis to process data to fulfil our official duties
- in accordance with the 'legal obligation' basis to process data to meet our responsibilities
- In accordance with the 'consent' basis we will get consent from you to use your personal data
- In accordance with the 'vital interests' basis we will use this personal data in a life-or-death situation
- In accordance with the 'contract' basis we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- In accordance with the 'legitimate interests' basis where there's a minimal privacy impact and we have a compelling reason, including:
 - List your interests here

The Lawful Basis for processing special category data

The lawful bases for processing 'special category' data collected (more sensitive personal information) use the following conditions for processing as set out in UK data protection law:

- We obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you

- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Requesting access to your personal data

Under data protection legislation, trustees have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your governance data. In the first instance please contact the school Data Protection Lead in the 'contact us' section below.

Access personal information that we hold about you

You have a right to make a 'Subject Access Request' to gain access to personal information that we hold about you and we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances such as verified representation.

Your other data rights

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you 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 and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the Data Protection regulations

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 using the 'contact us details below. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Other policies which may reference this privacy notice

This Privacy Notice also applies in addition to the School's / trust's other relevant terms and conditions and policies, including:

- any contract between the School and its staff or the parents of students;
- the School's policy on taking, storing and using images of students;
- the School's policy on the use of CCTV;
- the School's retention of records policy, (IRMS template);
- the School's safeguarding and pastoral policy
- the School's Health and Safety policy, including how concerns or incidents are recorded;
- the School's IT policies, including its Acceptable Use policy, On-line Safety policy

Further Information

Contact

If you would like to discuss anything in this privacy notice, In the first instance please contact the School Data Protection Lead below:

Position	Name	Email	Phone
School Data Protection Lead	Carolyn Ventress	<u>cventress@langtreeschool.com</u>	01491 220131
Data Protection Officer	Turn IT on / Martin Long	<u>dpo@turniton.co.uk</u>	01865 597620 (option 3)

Policy update information (policy number GDPR-154)

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

Review date	Reviewed by
02-05-2018	turn IT on
08-08-2019	turn IT on
04-08-2020	turn IT on
02-08-2021	turn IT on
04-08-2022	turn IT on
01-08-2023	turn IT on
01-08-2024	turn IT on

Policy update information

Review date	Revision	Description on change	By
02-05-2018	1.00	Draft release	turn IT on
03-05-2018	1.00	Full release	turn IT on
08-08-2019	1.01	Full release	turn IT on
02-08-2021	1.02	Full release	turn IT on
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01-08-2024	1.04	Full release	turn IT on