

Newham Community Learning: Privacy Notice - trustees, governors, volunteers and contractors

Approved by: Trust Board

Last review date: September 2025

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Tel: 0330 053 4810 | Email: ceo.pa@ncltrust.net | [@NCLTrust](https://twitter.com/NCLTrust)
Newham Community Learning - Trust Office, Exning Road, London E16

Newham Community Learning - Privacy Notice

For trustees, governors, volunteers and contractors

1. Who we are

Newham Community Learning is an education charity that exists solely to educate children for the public benefit. To run our Trust and help our schools improve outcomes for our children, we collect and use information about trustees, governors, staff and contractors.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR), and the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

For the purposes of Data Protection legislation, Newham Community Learning is the Data Controller. This means it is in charge of personal data about you.

In this policy 'we' and 'us' means Newham Community Learning.

The registered postal address of the Trust is: Sarah Bonnell School, Deanery Road, Stratford, E15 4LP

The Data Protection Officer for the Trust is Andrew Hemmings, Director of Education and Deputy CEO, who can be contacted on andrew.hemmings@ncltrust.net.

2. How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work, including voluntary positions within our Trust and our schools.

The information that we collect includes:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode);
- Role details (such as role, start and end dates, attendance at meetings);
- Details of your past experience, and skills, including your suitability for the role;
- Records of communications using your Trust account (see ICT Acceptable Use Policy);

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- Photographs of you stored on school CCTV (the Trust CCTV Policy is available on request; this details the way in which images are recorded, used, stored and deleted).

During the recruitment and selection process, we may collect personal data about you from people or organisations as supplied by you.

Collecting and using your information as described above is lawful because:

- The processing is necessary for the performance of your role;
- The processing is necessary for the performance of a legal obligation to which Newham Community Learning is subject, for example our legal duty to safeguard pupils;
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

In the case of trustees, governors, and contractors, we do not collect any special category personal data (eg. ethnicity, medical records, trade union membership and other special category information as defined in the GDPR).

3. Why we collect and use trustee, governor, volunteer and contractor information

Data regarding this group of people is essential for our Trust and our schools' 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.

Specifically, we collect and use personal information, for the following purposes:

- To meet the statutory duties placed upon us;
- To safeguard the children who attend our schools;
- To facilitate the smooth operation of our governance processes and procedures, ensuring that trustees, governors and contractors are able to make a meaningful contribution to our Trust and our schools.
- To provide statutory governance information for the Department for Education (DfE) via the Get Information About Schools (GIAS) service, as required by law

4. The legal basis for using personal data collected

GDPR identifies 6 lawful bases for processing personal data (available [on this page of the Information Commissioner's Office website](#)). Some examples of the processing that we undertake, and the lawful bases for it, are provided below:

- To meet the terms of a contract/voluntary agreement - eg. recording and storing your personal and contact details [Article 6, (b)].
- To meet a legal obligation - eg. providing details of our trustees and governors to the DfE (and publishing them on our trust and school websites, as appropriate). [Article 6, (c)]. Dependent on the specific role of the contractor, details may need to be published externally.
- To protect the vital interests of you or someone else - eg. providing your details to the emergency services [Article 6, (d)].
- Performing a public task - eg. retaining records of your attendance at trustee/governor meetings [Article 6, (e)].

5. How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

For trustees and governors of Academy Trusts, under the [Academy Trust Handbook](#), have a legal duty to provide the governance information.

We are required, by law, to pass on some of the personal data which we collect to:

- Our local authority, and
- The Department for Education (DfE): we are required to share information about our governors with the (DfE) under the requirements set out in the [Academy Trust Handbook](#), which are entered manually into the GIAS service

We may also share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent. For example, we may share your personal data with our third party providers, to enable them to perform any contract they have with Newham Community Learning [Article 6, (b)].

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

For all trustees, governors, volunteers and contractors, the various third party disclosures specified in this Notice are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which the Newham Community Learning is subject, for example our legal duty to safeguard pupils;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

If you require more information about how we and / or DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- Increase the transparency of governance arrangements
- Enable schools, trusts and the DfE to identify more quickly and accurately individuals who are involved in governance across multiple settings
- Allow the DfE to uniquely identify individuals and in a small number of cases conduct checks to confirm their suitability for this important and influential role

For further information, please see:

<https://www.gov.uk/government/publications/requesting-your-personal-information>

6. How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

The personal data that we collect, and use is held securely and access to it is restricted. We use email (using only school or Trust accounts) to enable authorised users to transfer information to one another.

We will retain your data, in electronic format, for six (6) years after the end of your term as a trustee or governor, after which time it will be deleted. For contractors, this period is one (1) year after the end date of your Contract for Services with the Trust.

If you'd like to know how long we keep a specific piece of personal data, please contact the Trust's Data Protection Officer (DPO) whose details can be found at the end of this Privacy Notice.

Our full Data Retention Schedule is available at: <https://www.ncltrust.net/policies>

7. Your rights

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, please contact Andrew Hemmings, Director of Education and Deputy CEO, on andrew.hemmings@ncltrust.net. You also have the right to:

- be informed about the collection and use of your personal data ('right to be informed');
- to ask us for access to information about you that we hold ('right of access');
- to have your personal data rectified, if it is inaccurate or incomplete ('right to rectification');
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing ('right to erasure');
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing) ('right to restriction of processing');
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics ('right to object');
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Withdraw consent at any time (where processing is based on consent)

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the Trust's Data Protection Officer (details already provided) in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

