



## Trinity Catholic High School – Governors Privacy Notice

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals working with our school in a voluntary capacity, including governors.**

We, Trinity Catholic High School, Mornington Road, Woodford Green, IG8 0TP are the ‘data controller’ for the purposes of UK data protection law.

Our data protection officer is the London Borough of Redbridge (see ‘Contact us’ below).

### The categories of governance information that we process

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- 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 governor ID)
- address
- information acquired as part of your application to become a governor
- Employment details
- Evidence of qualifications, skills and experience
- information about business and pecuniary interests
- information about your use of our information and communications systems

We may also collect, use, store and share (when appropriate) information about you that falls into “special categories” of more sensitive personal data. This includes, but is not restricted to:

- Information about your race or ethnicity or religious beliefs
- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school
- Information about your criminal records, fines and other similar judicial records.
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools, and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### 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.

We collect and use governor information, for the following purposes:

- a) To meet the statutory duties placed upon us
- b) Establish and maintain effective governance
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Undertake equalities monitoring

- e) Ensure that appropriate access arrangements can be provided for volunteers who need them.

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

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**
- for the purpose of **b), c), d), e)** named above in accordance with the legal basis of **Public Task**

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- Article 9 (g) processing is **necessary for reasons of substantial public interest**, on the basis of statutory and government purposes.

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

## Collecting governance information

We collect personal information via governor contact forms.

Governance role data is essential for the school's operational use. Whilst the majority of personal information we collect from you 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 governance information

We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. Our record retention schedule sets out how long we keep information about governors and other volunteers. To request a copy of our record retention schedule, please email Magine Taylor - [mtaylor@tchs.org.uk](mailto:mtaylor@tchs.org.uk)

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

## Who we share governance information with

We routinely share this information with:

- Our local authority, London Borough of Redbridge (where applicable)
- The Department for Education (DfE)
- The Diocese
- Our regulator, Ofsted
- Our auditors
- Health authorities
- Insurers
- Security organisations
- Police forces, courts, tribunals
- On the school's website

## Why we share governor information

We do not share information about our governors with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority (London Borough of Redbridge) – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- The Diocese – to fulfill our statutory function as a school.
- Ofsted – to fulfil our statutory function as a school.
- Auditors – to meet our legal obligations to share certain information.
- Health authorities – to fulfil our statutory function as a school.
- Insurers - to meet our legal obligations to share certain information.
- Security organisations – to fulfil our statutory function as a school.
- Police forces, courts, tribunals – to meet our legal obligations to share certain information.
- Website - to fulfil our statutory function as a school.
- Department for Education - 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](#)

All data is entered manually on the Get Information about Schools (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.

## 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.

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to [www.gov.uk/government/news/national-database-of-governors](http://www.gov.uk/government/news/national-database-of-governors)

## Requesting access to your personal data

Under data protection legislation, you have the right to make a 'subject access request' to gain access to personal information that we hold about you.

If you would like to make a request for your personal information, please contact Magine Taylor (see 'Contact us' below).

Under UK 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 our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- 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 data protection regulations

To exercise any of these rights, please contact us, using the details below.

## Withdrawal of consent and the right to lodge a complaint

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

We take any complaints about our collection and use of personal data very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## International transfers and processing

We do not process any personal information outside of the European Economic Area. Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

## 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 in June 2024.

## Contact us

Our Data Protection Officer is:

- The London Borough of Redbridge at; [dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

However, our Data Protection Lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Magine Taylor, Trinity Catholic High School, Mornington Road, Woodford Green, IG8 0TP or [mtaylor@tchs.org.uk](mailto:mtaylor@tchs.org.uk)