



Privacy Notice (How we use governors'/trustees' information)

Medway Anglican Schools Trust is the data controller of the personal information you provide to us. This means the trust determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

The categories of governor/trustee information that we collect, process, hold and share include

- Contact details
- References
- Evidence of governance qualifications
- Information about business and pecuniary interests
- Race and ethnicity
- Disability and access requirements

Why we collect and use this information

We use this data to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors'/trustees' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

The lawful basis on which we process this information

We collect and use personal information about you when the law allows us to. Most commonly we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

In addition, concerning any special category data:

- When processing is necessary for reasons of substantial public interest

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this data

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this.

Storing this information

Personal data relating to governors/trustees at Medway Anglican Schools Trust is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected in accordance with our retention schedule.

Who we share this information with

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law and our policies allow us to do so.

Where the school outsources data to a third party processor, the same data protection standards that Medway Anglican Schools Trust upholds are imposed on the processor.

We routinely share this information with:

- Local Authority – *to comply with our legal obligation to share certain information such as details of governors*
- Government departments or agencies - *to meet our legal obligations to share certain information about governors/trustees*
- Police forces and courts or tribunals - *to protect the vital interests of an individual or individuals*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for*
- Professional advisers and consultants - *to enable them to provide the service we have contracted them for to fulfil our official task*

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold (Subject Access Request). To make a request for your personal information, contact the trust data protection officer.

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
- 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 ask 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/>

Complaints

We take any complaints about our collection and use of personal information very seriously. 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 by contacting our data protection officer.

Alternatively, you can contact the Information Commissioner's Office:

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

Contact us

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

Helen Reardon 01634 230 998

This notice is based on the [Department for Education's model privacy notice](#) for school governors, amended to reflect the way we use data in this Trust.