

The Blue Kite Academy Trust

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

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

- personal information (such as name, address, email address and telephone number, date of birth)
- qualifications, skills, previous and current employment
- governance details (start date, end date, role)

Why we collect and use this information

We use your data to:

- enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- enable individuals to be kept informed of governance training and relevant information
- To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment

The lawful basis on which we process this information

We process this information under Legal Obligation as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS) and Companies House about new member, trustee and governor appointments, it is a statutory requirement for all governors to have an enhanced DBS check and it is a statutory requirement that the school website includes member/trustee/ governor and clerk information.

Collecting this information

The information will be collected via a new to governance starter form by the clerk to trustees/governors.

Storing this information

We hold member, trustee, governor and clerk data for the length of time that the individual serves plus 12 months. The school website must include certain information on trustees/governors that have served in the last 12 months (name, category of governor, term of office, appointed by, conflict of interest). Personal data of the clerk as a member of staff will be kept for 7 years.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association
- Governor Hub
- School Office
- Other governors on the same Governing Board or in the same MAT
- Companies House
- Disclosure and Barring Service

Why we share member, trustee, governor and clerk information

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

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis, (under the requirements set out in the Academies financial Handbook – Academies) through Get Information About Schools (GIAS).

National Governance Association (NGA)

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have email names and email addresses. Home addresses for those trustees/governors 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 governor will be required to give informed and positive consent. An individual can unsubscribe at any time.

Governor Hub

Sharing of governance information (minutes, agendas, supporting papers for meetings) is managed through Governor Hub ensuring that it is not necessary for individuals to hold these papers on personal electronic devices.

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.

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

For ease of communication and if appropriate contact details may be shared with other members/trustees/governors on the same board in or in the same MAT.

Companies House

In accordance with Sections 167 & 167D of the Companies Act 2006 anyone on the Trust Board of an Academy must be registered with Companies House as you are a Director of the Company.

Disclosure and Barring Service

All maintained school governors and all academy Members, Trustees and individuals on any LGBs in a MAT are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

Requesting access to your personal data

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, contact Anna Richardson, Head of Governance, Richardsona@bluekitetrust.org.uk

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 the clerk to the governing board or Head of Governance (Richardsona@bluekitetrust.org.uk) 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 contact:

Anna Richardson, Head of Governance, Richardsona@bluekitetrust.org.uk

Dated: 2 February 2021

Review: February 2023

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 maintained schools and academy trusts 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 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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>