

## Privacy Notice - Governors and Trustees

**The Extend Learning Academies Network (ELAN)** is the Data Controller for the use of personal data in this privacy notice.

We process personal data relating to governors and trustees who support ELAN, whether in our schools or at Board level.

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

- personal identifiers, contacts and characteristics (such as name, date of birth, addresses, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process
- qualifications and employment records, including work history, job titles and professional memberships
- DBS Certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form
- records of attendance at governing body and sub-committee meetings
- records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues
- specimen signatures/signed mandates for delegated financial authority
- photographs and videos of participation in ELAN schools' activities
- CCTV footage captured by ELAN CCTV systems
- vehicle details for those who use ELAN's car parking facilities.

### **Why we collect and use this information**

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

We collect and use governance information to:

- meet the statutory duties placed upon us
- to contact you directly when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual
- facilitate safe appointment of governors, as part of our safeguarding obligations towards pupils
- make use of governors' names, including photographic images and videos of governors engaging in ELAN schools' activities, on displays within the schools, in schools' publications, on the schools' website and on the schools' social media channels (where appropriate);

- meet the legal requirements of the Charity Commission and Companies House
- ensure security of ELAN schools sites (such as governor passes and issue of access fobs)

### **The lawful basis on which we process this information**

We collect and use information under Article 6 and Article 9 of the GDPR. This enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate to education provision or payment of the individual. We only collect and use personal information about you when the law allows us to.

Most commonly, we use it where we need to:

- fulfil a contract we have entered into with you
- 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)
- we have legitimate interests in processing the data.

To process special category data we need an additional lawful basis. We will process special category data most commonly where:

- we have your explicit consent
- the processing is necessary under social security or social protection law
- we are processing it in the vital interests of an individual
- we are providing health care or treatment under the responsibility of a health professional

ELAN also has a legal obligation under the Academy Trust Handbook to provide the governance information as detailed above.

### **Collecting governance information**

We collect personal information via the recruitment and engagement processes associated with appointing governors and trustees.

Governance data is essential for ELAN's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is 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 and we will tell you what you need to do if you do not want to share this information with us.

### **CCTV**

Where CCTV systems are installed on our premises, these are for the purposes of public, pupil and staff safety, crime prevention and detection. Signs are displayed clearly explaining that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet. Images captured by CCTV will not be kept for longer than necessary.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy.

### **Storing governance information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy.

### **Who we share workforce information with**

We routinely share this information with:

- the local authority
- the Department for Education (DfE)
- ELAN central team
- ELAN board members or trustees

### **Why we share school workforce information**

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

#### **Local authority**

We are required to share information about our governors with the local authority (LA) under our statutory responsibilities.

#### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Academy Trust Handbook .

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.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **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, you should contact the Headteacher in the first instance.

You may 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
- a right to seek redress, either through the ICO, or through the courts

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/>

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 the department: <https://www.gov.uk/contact-dfe>

### Privacy notice review

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This privacy notice was last reviewed September 2023.

### Contact

If you would like to discuss anything in this privacy notice, please contact [HR@extendlearning.org](mailto:HR@extendlearning.org)

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