



**Discovery Schools**  
Academy Trust



**Leighfield**  
Primary School  
Learning for Life

## Privacy Notice

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## Privacy notice – how we use information

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about individuals involved in governance within our trust.

Our trust, Discovery Schools Academies Trust – registered office c/o Kibworth CE Primary School, Hillcrest Avenue, Kibworth, Leicestershire. LE8 0NH are the 'data controller' for the purposes of data protection law.

Our data protection officer is Adam Lapidge (see 'Contact us' below).

## The personal data we hold

We process data relating to those individuals involved in governance within our trust, this includes Members, Trustees and Advisory Board Members. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

### From your application

- Name #
- Contact details – address, email, telephone number
- Professional details – employment details, work history, skills and experience, qualifications
- Additional statements in support of your appointment
- Eligibility declaration

### From the appointment process

- Selection records
- Identity verification records
- Statement to the electorate (parent/staff elections) #

### From your Equality Monitoring Form

- Gender
- Date of Birth
- Religion / belief\*
- Ethnicity\*
- Gender identity\*
- Sexual Orientation\*
- Nationality
- Disability\*
- Reasonable Adjustments/access requirements\*

### Additional data collected during your term of office:

- Relevant business and pecuniary interests #
- Records of communication
- Photograph #
- Minutes of meetings you will have attended #
- Video and audio recording of meetings
- Current governorships (role in governance, category of post, any positions held on the relevant board and term of office) #
- Previous governorships (role in governance, category of post, any positions held on the relevant board and term of office served and reason for resignation/suspension)
- Training records (of attendance at Trust organised/commissioned training events)
- Skills audits and review audits (completed by the individual)
- Signed Code of Conduct forms
- Meeting attendance data #
- Dietary requirements
- Reasonable adjustments/access requirements\*

- Date of birth for Chairs only
- \* Denotes information which may contain data classified as sensitive personal data/special categories of personal data under the GDPR and as such is subject to a greater level of control and protection. This data is provided on a voluntary basis.
- # Denotes information which will be published/available to the public

### **Why we collect and use governance data**

#### **It is necessary for the Trust to process your personal data in order to comply with legal obligations**

- Comply with the law regarding Section 72 of the Education and Inspections Act 2006.
- To meet the statutory duties placed upon us for recording governance within the Academies Financial Handbook, Funding Agreement, Articles of Association.
- Meet statutory obligations for publishing and sharing details of individual involved in governance in the Trust and schools on Get Information About Schools on the DfE database and Trust & school website.
- To facilitates the recruitment of new board members
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- To contact you in connection with Board business
- For inclusion in minutes of Board meetings
- For inclusion in the annual report and financial statements if you are also a director of the Trust
- To meet the requirements of companies legislation if you are also a director or Member of the Trust
- To maintain a Register of Interests containing declarations from each member of the Board
- To provide reports and returns required by funding agencies, government departments, and public bodies
- To monitor and promote equality and diversity within the Trust in accordance with the Equality Act 2010

#### **It is necessary for the Trust to process your personal data in order to protect your vital interests or those of another individual**

- To protect your vital interests and others, i.e. in emergencies/life or death situations/where we believe that you or another individual is at significant risk of harm

#### **There are also a number of legitimate business purposes for which the Trust processes your data**

- To identify you and manage access to our facilities and services (e.g. access/identification cards)
- To deliver advice, guidance, information and training to you
- Video and audio recordings for the administration and capturing of minutes of official board meetings
- To contact you in connection with Board business
- To ensure that appropriate access arrangements can be provided for if you require additional support
- For the administration, support, monitoring and management of access to IT Services, including email and Teams
- For the administration of expenses claims
- To circulate a statement to the electorate and production of ballot papers (staff or parent seeking election to the Board)

#### **We will seek your consent for the following purposes**

- To publish your photo and pen portrait on the Trust/school website in connection with your governance role
- To publish photo on the Trust/school website, notice boards and in governance materials to promote and demonstrate the role of governance
- To publish photos of you attending school or trust events on our official social media channels

Where we process sensitive personal data, we will rely on the conditions in Article 9 of the GDPR: explicit consent, vital interests, substantial public interest, occupational medicine, archiving/research.

We don't currently put your personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement. If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

## Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us, (an example of optional personal data includes the use of your image in governance materials including the school website).

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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.

## How we store this data

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Once your governorship with us has ended, we will retain your data in accordance with our Document Retention Management policy. To request a copy, contact the Head of Governance.

## Data sharing

The privacy of your personal data is paramount and will not be disclosed unless there is a justified purpose for doing so.

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

- Discovery Schools Academies Trust, schools and your board members – who need information for administrative purposes in connection with your governance role
- The Department for Education (DfE) – to meet our legal obligation to share information about individuals involved in governance
- Appropriate regulators- Ofsted, Regional School Commissioner
- Local Authority – where we are required to share information
- Central and local government
- Companies House – Trustees only
- Our auditors - to fulfil obligations of Companies House
- Security organisations - to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information such as safeguarding concerns
- Professional bodies - to enable them to provide the service we have contracted them for such as commissioned training sessions
- Our suppliers and service providers – to provide core services to you in relation to your role e.g Microsoft 365

PLEASE NOTE that equality and diversity information is only published in the form of anonymised reports

- Equality and Diversity data is also shared with the Partnership & Governance Committee of the Board to inform its review of the balance of Board memberships and with the Board in relevant reports.

## Your rights

### 1. Right to Information

- The data subject has the right to know how we process data, who we process it with, our Data Protection Officer contact details, details of the data controller and details of the data subject's rights. This privacy notice outlines all of these principles.

### 2. Subject access rights

- The data subject has the right to know what personal data is being held about them and how they can

access this (see below paragraph).

3. Right to rectification

- The data subject can request that the data controller rectifies any inaccurate data

4. Right to erasure

- The data subject can request that the data controller erases any data that is no longer fit for processing or where processing was relying on consent, and this has been withdrawn.

5. Right to restrict processing

- The data subject can request that the data controller restricts processing where the accuracy of the personal data is contested, the process is unlawful or no longer needed but the data subject does not want to erase as the data is still required.

6. Right to data portability

- The data subject has the right to receive any personal data they have provided in a structured, commonly used and machine-readable format.

7. Right to object

- The data subject has a right to object to data processing.

8. Rights in relation to automated decision making and processing

- The data subject has the right not to be subjected to decisions based solely on automated processing.

If you wish to exercise any of your data rights, then please get in touch with your local Data Protection Representative that can be found below.

### **How to access personal information we hold about you (Subject Access Right)**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance, you can contact the Head of Governance whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

If we do hold information about you, we will:

- o Give you a description of it.
- o Tell you why we are holding and using it, and how long we will keep it for.
- o Explain where we got it from, if not from you or your parents.
- o Tell you who it has been, or will be, shared with.
- o Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person).
- o Give you a copy of the information.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress.
- Stop it being used to send you marketing materials.
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person).
- Claim compensation if the data protection rules are broken and this harms you in some way.

To exercise any of these rights, please contact us (see 'Contact us' below).

### Complaints

We take any complaints about our collection and use of personal information 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, we request that you raise your concern with us in the first instance via the school office. Should the outcome not be to your satisfaction you can contact Discovery School Academies Trust:

- Report a concern online via [info@discoveryschoolstrust.org.uk](mailto:info@discoveryschoolstrust.org.uk)
- Call 0116 418 3066.

We are confident that we can work together to avoid/remove/reduce concerns, but should the school and /or Trust not be able to resolve the matter to your satisfaction, then your concern can be raised via the Information Commissioner's Office:

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

### 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 on June 2020.

### Contact us

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

- Louise Barber                      Trust Operations Director on 0116 279 3462 or [dprep@discoveryschoolstrust.org.uk](mailto:dprep@discoveryschoolstrust.org.uk)
- Adam Lapidge                      Data Protection Officer via [alapidge@discoverytrust.org](mailto:alapidge@discoverytrust.org)

### 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>