

Privacy Notice for Governors and Trustees

For all schools in the Bosco Catholic Education Trust

**This Policy has been approved and adopted by the
Bosco Catholic Education Trust**



Privacy Notice for Trustees and Governors

Under General Data Protection Regulations (GDPR), individuals have a right to be informed about how the Trust/Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about governors/trustees working within the Trust in a voluntary capacity.

We, Bosco Catholic Education Trust, are the 'data controllers' for the purposes of GDPR.

Our data protection officer is Sheryl Cardwell. She can be contacted at dpo@shadbusinessservices.co.uk

The categories of trustee and governor information that we process include:

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)

addresses (for Companies House)

references

processing is necessary for compliance with a legal obligation to which the controller is subject;

processing is necessary in order to protect the vital interests of the data subject or of another natural person;

processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation will only occur if-

processing relates to personal data which have manifestly been made public by the data subject;

processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

processing is necessary for reasons of substantial public interest, on the basis of Civil law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

for the purpose a) named above in accordance with the legal basis of Legal Obligation

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

In addition, concerning any special category data

Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation will only occur if-

processing relates to personal data which have manifestly been made public by the data subject;

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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 58 of the Education Act 1996](#)

We are required to share information about our governors with the (DfE) under the requirements set out in the [Academies Financial 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](#)

For more information, please see 'How Government uses your data' section

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 our data protection officer at dpo@shadbusinessservices.co.uk

You also have the right to

to ask us for access to information about you that we hold

to have your personal data rectified, if it is inaccurate or incomplete

to request the deletion or removal of personal data where there is no compelling reason for its continued processing

The ICO's address

**Information Commissioner's Office
Wyldiffe House
Water Lane
Winslow
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

Contact

If you would like to discuss anything in this privacy notice, please contact dpo@shadbusinessservices.co.uk

How Government uses your data

The trustee and governr data that we lawfully share with the DfE via GAS

- will increase the transparency of governance arrangements**
- will enable schools 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 publicly available and are encrypted within the GAS 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>