



Privacy Notice (How we use Governor Information)

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

- Personal information (such as name, date of birth, gender, nationality).
- Contact information (address, email address and telephone numbers).
- Occupation.
- Information acquired as part of your application to become a Governor.
- Copies of identity checks.
- Evidence of DBS checks (DBS number and details of DBS clearance or relevant criminal records history).
- Information about pecuniary or business interests held by you or your family members.

Why we collect and use this information:

The purpose of processing this data is to help us run the Trust to:

- Process your application ensuring compliance with legal obligations relating to safeguarding and Governance.
- Meet statutory obligations for publishing and sharing Governors' details.
- Meet statutory requirements set out in the Academies Financial Handbook.

The lawful basis on which we process this information:

We collect and use information about volunteers in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Safeguarding Vulnerable Groups Act 1996;
Article 6 and Article 9 of the GDPR;
Education Act 1996.

Collecting this information:

Whilst some of this information you provide to us is mandatory, some of it is provided to us on a voluntary basis and with your consent. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information:

We create and maintain a personnel file for each governor in paper copy and/ or electronic form on the Academy's computer system. The information contained in this file is kept secure and is only used for purposes directly relevant to you holding the position of Governor.

Once your appointment as a Governor of the Academy has ended, we will retain this file and delete the information in it in accordance with our Retention of Records Policy, a copy of which is available by contacting the Data Protection Co-ordinator or the HR Manager at the Academy.

Who we share this information with:

We may have to share your data with third parties, including third-party service providers:

- The Governor Support Service Leeds City Council.
- The Department for Education.
- ESFA.
- Our external DBS processing service.
- National Governors Association (NGA).

We will share your personal information with third parties where required by law, where it is needed in the public interest or for official purposes or where we have your consent.

Where we engage third parties to process data on our behalf, they are required to verify in writing that they comply with the GDPR regulations and provide information as to how data is processed and stored.

The organisation does not transfer data outside the European Economic Area (EEA).

If successful in application, we share this information on an occasional basis with:

- Training providers in order to enrol you on courses.
- Organisations requesting information about you for references.

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 Sally Adkin - Trust HR Manager.

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.
- 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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Katy Stringer
Chief Finance & Operations Officer / DPO
info@leodis.org.uk