

Ormiston Academies Trust

Members, Trustees and Governors Privacy Notice

This privacy notice has been written to inform prospective, current, and former members, trustees and local governors of Ormiston Academies Trust (OAT), about how and why we process their personal data.

Who are we?

Ormiston Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Alexandra Coughlan to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. The contact details are:

dpo@ormistonacademies.co.uk

1 Victoria Square
Birmingham
B1 1BD

*Please ensure you include the name of the school in all correspondence with the DPO where appropriate.

What information do we collect and why do we require it?

We use this data to comply with the law, comply with the statutory requirements for recording governance within the Academies Trust Handbook, Funding Agreement, Articles of Association and Get Information About Schools on the DfE database, provide appropriate statutory advice and guidance, deliver advice, guidance, information and training.

The personal data we collect about you includes:

- Personal/professional identifiers ie your name, residential and/or professional address, contact details and, in the case of trustees National Insurance number, date and place of birth
- Personal information relating to your particular role (ie if you are a parent governor);
- Information relating to the history of your appointment;
- Business, pecuniary, personal and other material interests or potential/known conflicts;
- Information relevant to whether you are disqualified from acting as a company director/charitable company trustee or as a local governor;
- Information about any criminal convictions you have; and
- Details of your personal characteristics (including ethnicity, age and disability) for equality and diversity monitoring purposes.

We process your personal data and special category data based on our legal responsibilities to:

- Safeguard children we have responsibility for,
- Maintain adequate health and safety standards,
- Monitor equality and diversity in our academies.

Who do we obtain your information from?

The information we collect about members/trustees/governors is usually collected directly from individual members/trustees/governors or prospective members/trustees/governors.

However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Companies House
- Charity Commission
- GovernorHub
- Other academies within the Trust where appropriate.
- The Department for Education (DFE).
- Appropriate regulators i.e. Ofsted, Regional DfE Directors.

Who do we share your personal data with?

Your information will only be made available to those who need it to perform the functions of their office or do their job in relation to your role as a member, trustee or local governor. This includes relevant administrative/governance staff.

We will share your information with the following organisations:

- Disclosure and Barring Service to conduct criminal record checks and, if you are engaged in regulated activity, to check the Children's Barred List
- Department for Education to maintain the Get Information about Schools (GIAS) database
- GovernorHub to provide access to governance documents, meeting papers, updates, advice and training materials/event links
- In the case of trustees only, Companies House. The trust's internal and external auditors, health and safety advisers, insurers, governance professionals (ie clerks) and data protection officer may also have access to your personal data in order to complete their work.

Do you transfer my data outside of the UK?

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access. If you or your child moves to a school outside of the European Economic Area then the Trust will seek your explicit consent prior to transferring your personal information to that school.

How long do we keep your personal data for?

We will keep most of your data for the length of the internship. Once the internship is finished we will hold your email address in order to allow us to notify you of any upcoming opportunities where you have provided your consent for us to do so.

What is our lawful basis for processing your personal data?

The Trust relies on Article 6(1)(c) of the UK GDPR to process your personal data and Article 9(2)(g) This is in pursuance with Schedule 1 condition 8 (Equality of opportunity or treatment) of the Data Protection Act 2018 to process your special category data.

What rights do you have over your data?

Under UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation

- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: dpo@ormistonacademies.co.uk.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow Cheshire
SK9 5AF

casework@ico.org.uk | 0303 123 1113