

PRIVACY NOTICE



Governors, Trustees and Members

This Privacy Notice outlines Teesside Learning Trusts interpretation of the legal framework set out in the General Data Protection Regulation 2016/679 and their responsibility to advise on data collection in relation to Governors, Trustees and Members.

This policy applies to all Governors, Trustees and Members appointed to serve on the Local Academy Councils, the Trust Board, .

Under data protection law, individuals have a right to be informed about how the Teesside Learning Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing 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 and Members** in our Multi Academy Trust. The following Academies are members of the Trust:

- Badger Hill Primary Academy
- Whitecliffe Primary Academy
- Freebrough Secondary Academy
- Thornaby Secondary Academy.

All establishments in the Trust adhere to this document.

We, Teesside Learning Trust and the listed Academies, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Beverley Smith (see 'Contact us' below).

The personal and sensitive data we hold

We process data relating to those we appoint as Governors, Trustees and Members of the Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Ethnicity (for directors only)
- Recruitment information, references and other information included in a CV or covering letter or as part of the application process
- CCTV footage
- Copies of identifiable documents and DBS



Why we hold this data

We use this data to:

- Report to Companies House
- Report to the Department of Education
- Enable us to share meeting papers and other appropriate documentation with you
- To publish on our website

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

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.

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.

How we store this data

We create and maintain a file for each Governor, Trustee or Member. The information contained in this file is kept secure and is only used for purposes directly relevant to your period of office.

Once you are no longer a Governor, Trustee or Member, we will retain this file and delete the information in it in accordance with our Data Protection Policy & Document Retention Policy which sets out how long we must keep information about Governors, Trustees and Members. These documents are available on our website:

<https://tltrust.org/policies/>

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations
- The Department for Education
- Companies House

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the academy holds about them.

If you make a subject access request, and if we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer.

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)

- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**: Beverley Smith, Enterprise Centre, Freebrough Academy, Linden Road, Brotton TS12 2SJ, bevsmith@TLTrust.org, telephone 01287 676305 ext109

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, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer. Details above.

If you are not satisfied you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

This notice is based on resources available through the The Key and the [Department for Education's model privacy notice](#) for pupils, amended for Governors, Trustees and Members to reflect the way we use data in the Trust.

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