

THE SOCIETAS TRUST PRIVACY STATEMENT TO GOVERNORS*

(*Includes Members, Directors and Local Governors)

GDPR LEGAL REQUIREMENTS

The Societas Trust (the Trust) has updated its Data Protection Procedures with the requirements of the UK General Data Protection Regulation (UKGDPR), which supports the Data Protection Act 2018. We now have to provide you with details of what information we process, who processes the information, how it is stored, for how long, who it will be shared with, and your individual rights relating to the processing of your personal data.

The Societas Trust is the data controller and the following Trust's settings are data processors of the personal information you provide to us:

- Alsagers Bank Primary Academy
- Ash Green Primary Academy
- Ball Green Primary School
- Burnwood Primary Academy
- Carmountside Primary Academy
- Ellison Primary Academy
- Gladstone Primary Academy
- Goldenhill Primary Academy
- Oaklands Nursery School
- Sandford Hill Primary School
- Summerbank Primary Academy

WHY WE COLLECT AND USE GOVERNOR INFORMATION

The personal data collected is essential in order for the Trust and the settings therein to fulfil their official functions and meet legal requirements. We collect and use Governor information for the following purposes:

- a) To meet the statutory duties placed upon us;
- b) Enable the development of a comprehensive picture of governance and how it is deployed;
- c) To enable appropriate pre-appointment checks to be completed including enhances DBS and Teacher and Management Prohibition checks where relevant;
- d) To undertake a children's barred list check every 3 years after appointment;
- e) To undertake overseas criminal checks where appropriate if a Governor is in regulated activity;
- f) Enable individuals to be kept informed of governance training, book training and relevant information;
- g) To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment;
- h) To undertake our responsibilities for safeguarding children;
- i) To communicate with you;

- j) To comply with the law regarding data sharing.

We ensure that information we collect and use about Governors is in line with the GDPR and Data Protection Act. We must therefore have a lawful reason to collect the data, and if we share that data with another organisation or individual we must have a legal basis to do so. The lawful basis for schools to collect information comes from a variety of sources such as:

- Article 6 and 9 of the GDPR;
- Under the Academies Trust Handbook academy trusts have a legal duty to provide governance information;
- Under the Companies Act 2006 academy trusts have a legal duty to provide information on members and directors to Companies House;
- Legal and statutory frameworks;
- Safeguarding Vulnerable Groups Act 2006;
- The guidance “Keeping Children Safe in Education”.

CATEGORIES OF PERSONAL INFORMATION

This personal data includes:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and address);
- governance details (such as role, start and end dates and governor ID);
- Business interests;
- Proof of identity documents Driving licence/Passport/Utility bill.

This list is not exhaustive. Please contact your setting for details of all categories of information held.

WHO WE SHARE GOVERNOR INFORMATION WITH AND WHY

- **The relevant Local Authority (LA)**

The Trust and some of its settings subscribe to Governor Services provided by Stoke on Trent LA, with whom we share governor appointments and resignations, and information for booking training and accessing support services.

- **The Department of Education (DfE)**

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 of Education (DfE) under section 538 of the Education Act 1996

We are also required to share information about our governors with the DfE under the requirements set out in the Academies Trust Handbook.

- **Get Information About Schools (GIAS) Government Department**

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. The Governor Data that we lawfully share with the DfE via GIAS:

- 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 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.

<https://www.gov.uk/government/news/national-database-of-governors>

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

<https://www.gov.uk/contact-dfe>

- **Other Trust Governors**

For ease of communication and with your consent details may be shared with other governors across the Trust. A register of governors is also available on the Trust's website.

- **Disclosure and Barring Service**

All school Governors are required to have an enhanced criminal records certificate from the DBS. Further details on checks in schools are within the statutory guidance "Keeping Children Safe in Education (KCSiE)" and the Trust's Safeguarding Statement. The Single Central Record will record that appropriate checks have been carried out for everybody involved in the Governance of the Trust and its setting.

- **Clerk to the Board**

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the Governance of the setting.

- **Companies House**

Academy Trusts are required to tell Companies House within 14 days about changes to the Trust Board including new appointments, resignations and change of details.

- **National Governor Association (to facilitate membership)**

Your details may be shared with the NGA to facilitate membership on your behalf.

- **Training Bodies/Suppliers**

Your details may be shared with other Training Bodies to arrange Training on your behalf.

We do not share information about our Governors with anyone without consent unless the law and our policies allow us to do so.

STORING GOVERNOR INFORMATION

We hold data securely for the set amount of time shown in the data retention schedule within the Data Retention Policy. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

YOUR SUBJECT ACCESS RIGHTS

As the data subject, you have specific rights relating to the processing of your personal data. You have a legal right to:

- Request access to the personal data that the Trust/Setting holds;
- Request that your personal data is amended;
- Request that your personal data is amended if it is inaccurate or incomplete;



- Request that your personal data is erased;
- Request that the processing of your data is restricted;
- Object to processing of personal data that is likely to cause you damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being made by automated means;
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If you have any queries, or would like to discuss anything in this privacy notice, please contact info@societatrust.org.uk or

The Trust's Data Protection Officer (SBM Services (uk) Ltd, 12 Park Lane Business Centre, Park Lane, Langham, Colchester, CO4 5WR Tel 01206 671103 info@sbmservices.co.uk).

You can also raise any concern directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

WITHDRAWAL OF CONSENT AND THE RIGHT TO LODGE A COMPLAINT

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Please complete the following Declaration Statement and return it to the Setting's Business Manager

Governor Declaration

I,, declare that I understand:

- The Societas Trust has a legal and legitimate interest to collect and process my personal data relating to statutory and contractual requirements;
- The Societas Trust may share my data with the DfE, the LA, Ofsted, Companies House, NGA, Other Training Bodies/Suppliers where appropriate;
- The Societas Trust will not share my data with any other third parties without my consent, unless the law requires the Trust to do so;
- My data is retained in line with Data Retention Policy;
- My rights to the processing of my personal data.

Name of Governor

Signature of Governor

Date