

Introduction

Whilst serving the Orbis Education Trust, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to individuals is known as their 'personal data'. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might, also, need to continue to hold your personal data for a period of time after the end of your service. Anything that we do with your personal data is known as 'processing'.

This document sets out what personal data we will hold about members/trustees/governors, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

What information do we process in relation to members/trustees/governors?

We will collect, hold, share or otherwise use the following information about members/trustees/governors:

- personal information (such as name, address, home and mobile telephone numbers and personal email address);
- qualifications and training courses attended;
- performance information (such as disciplinary or grievance records);
- other information (such as information in applications made for other posts within the trust, criminal records information (including the results of Disclosure and Barring Service (DBS) checks), details in references the school receives or provides to other organisations, CCTV footage and images).

We will, also, use special categories of data including such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, political opinions, trade union membership, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get information from about our members/trustees/governors?

A lot of the information we have about our members/trustees/governors comes from the individuals themselves. However, we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, the DBS, our insurance benefit administrators, consultants and other professionals we may engage, recruitment or vetting agencies, members of staff, students or their parents/carers, and publically available resources including online sources. In addition, we may obtain information from monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, telephones, voicemail and mobile phone records.

Why do we use this information?

We will process the personal data of our members/trustees/governors for the following reasons:

1. Where we are required by law, including:
 - to comply with the law regarding data sharing (see below);
 - to comply with specific employment legal requirements, including health and safety legislation, and under statutory codes of practice such as those issued by ACAS;
 - to comply with legal requirements in relation to equalities and non-discrimination.
2. Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:

- to safeguard our students and other individuals;
- to ensure safe working practices;
- in the interests of ensuring equal opportunities and treatment.

3. Where we otherwise have the consent of the individual.

Whilst the majority of processing of personal data of our members/trustees/governors will not require consent, we will inform individuals if their consent is required and seek that consent before any data processing takes place.

Why do we use special category personal data?

We may process special category personal data of our members/trustees/governors for the following reasons:

- where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy;
- where we, otherwise, have an individual's explicit consent.

There may, also, be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

Failure to provide this information

If our members/trustees/governors fail to provide information to us, then this may result in us being prevented from complying with our legal obligations.

How long will we hold information in relation to our members/trustees/governors?

We will hold information relating to our members/trustees/governors only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

Who will we share information with about our members/trustees/governors?

We routinely share information about our members/trustees/governors with:

- the Department for Education (DfE) in compliance with the legal obligations of the school to provide information about our members/trustees/governors as part of statutory data collections;
- contractors, to enable them to provide an effective service to the school and government agencies;
- our professional advisors including legal and Human Resources (HR) consultants.
- we, also, publish the names of our members/trustees/governors on government and school websites.

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

- **Department for Education (DfE).** We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing links to school funding/expenditure and the assessment of educational attainment. All state funded schools are required to make a census submission; a statutory return under Sections 113 and 114 of the Education Act, 2005.

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. For further information about the DfE's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>. Contact details for the DfE can be found at <https://www.gov.uk/contact-dfe>.

- **Strictly Education Ltd.** We share personal information with Strictly Education Ltd in respect of the provision of professional services in education, i.e. payroll services and HR services. Strictly Education is committed to protecting privacy. A copy of their GDPR Statement and Privacy Policy is available from the HR Manager or from the Strictly Education website www.strictlyeducation.co.uk.
- **Atlantic Data Ltd.** We share information with Atlantic Data Ltd in order to obtain a Disclosure and Barring Service Certificate on behalf of our members/trustees/governors, as this is a legal requirement. Details of how Atlantic Data handle and keep data secure is available from the HR Manager or from the website www.disclosures.co.uk.

Rights of our members/trustees/governors in relation to their personal data

All of our members/trustees/governors have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact our Data Protection Officer (DPO).

Please also refer to our Data Protection Policy for further details on making requests for access to information. Individuals, also, have the right, in certain circumstances, to:

- object to the processing of their personal data;
- have inaccurate or incomplete personal data about them rectified;
- restrict processing of their personal data;
- object to the making of decisions about them taken by automated means;
- have their data transferred to another organisation;
- claim compensation for damage caused by a breach of their data protection rights.

If an individual wants to exercise any of these rights then they should contact our DPO.

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request, then the individual will be notified of the reasons.

Concerns

If an individual has any concerns about how we are using their personal data, then we ask that they contact our Data Protection Officer (DPO) in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at ico.org.uk/concerns.

Contact

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

Mr Christopher Roberts, Assistant Headteacher/Data Protection Officer (DPO), Southfield School, Lewis Road, Kettering, NN15 6HE

dpo@orbismat.com