Privacy Statement: Members, Trustees and Governors

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Document Control

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1 INTRODUCTION

1.1 The Bay Learning Trust ('the Trust) committed to protecting the privacy and security of its Governor/Trustee's personal information. This Governor/Trustee Privacy Statement provides you with important information about what, how, where, why and when the School collects and Processes your Personal Data.

1.2 The Members of the academy trust also have their personal data processed (when individuals) to comply with company law and regulatory requirements specified by the Department for Education.

1.3 This statement should be read in conjunction with our Data Privacy Policy which contains more generalised information about our data protection procedures.

2 WHAT IS PERSONAL DATA?

2.1 Personal Data (Personal Data) is any information that 'relates to' an identified or identifiable individual. It includes information relating to you, from which we can identify you directly or indirectly (e.g. because it includes your name).

2.2 It also includes information relating to you, from which you cannot be directly identified, if you can be identified from that information when it is used in combination with other information we hold about you.

2.3 Personal Data can include information relating to you that has been 'pseudonymised', meaning that any information that directly or indirectly identifies you (e.g. your name) is removed and replaced with one or more artificial identifiers or pseudonyms (e.g. GIAS ID number).

2.4 However, truly anonymous data, or data that has had any identifying information permanently removed from it, does not count as Personal Data.

2.5 When considering whether information 'relates to' you for the purposes of Data Protection Legislation, we take into account a range of factors, including the content of the information, the purpose or purposes for which we are Processing it, and the likely impact or effect of that Processing on you.

3 WHAT IS 'PROCESSING'?

3.1 Any activity that involves the use of your Personal Data is referred to as Processing (Processing or Process). It includes:

3.1.1 Obtaining, recording or holding Personal Data (e.g. asking you to complete personnel forms, or performing a DBS criminal record check);

3.1.2 Carrying out any operation or set of operations on Personal Data such as organising, amending, retrieving, using, disclosing, erasing or destroying it (e.g. recording relevant information on your file); and

3.1.3 Transmitting or transferring Personal Data to third parties (e.g. transferring information to the DfE or Companies House).

4 TYPES OF PERSONAL INFORMATION WE COLLECT

4.1 We currently collect and process the following information about Governor/Trustee's;

4.1.1 personal identifiers;

4.1.2 contacts;

4.1.3 characteristics;

4.1.4 governance details;

4.1.5 opinions in meetings; and,

4.1.6 relevant medical information.

5 HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

5.1 Governance roles data is essential for the Schools' operational use. Most of the personal information we process is provided to us directly by you for one of the following reasons;

5.1.1 to enable you to carry out your role as Governor/Trustee;

5.1.2 to meet the statutory duties placed upon us; and,

5.1.3 to allow the School to publish your name and position to comply with the Academy Trust Handbook 2026.

5.2 We use the information you have given us in order to assist you in your role.

5.3 Under the United Kingdom General Data Protection Regulation (UK GDPR), the lawful bases we rely on for Processing this information are;

5.3.1 we have a legal obligation; and,

5.3.2 we need it to perform a public task.

5.4 Academy trusts under the Academy Trust Handbook, Keeping Children Safe in Education and Companies Act 2006 have a legal duty to provide the governance information as detailed above.

6 HOW DO WE STORE YOUR PERSONAL INFORMATION?

6.1 The School securely stores your personal information for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Trust's Data Privacy Policy.

7 WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

7.1 The School does not share your information with anyone without consent unless the law and our policies allow us to do so.

7.2 The School will, when appropriate, share Governor/Trustee information with;

7.2.1 the School] community;

7.2.2 the local authority;

7.2.3 the Department for Education;

7.2.4 Education and Skills Funding Agency;

7.2.5 Get Information About Schools;

7.2.6 Companies House and

7.2.7 within our Multi Academy Trust.

8 PROCESSING THE PERSONAL DATA OF THIRD PARTIES

8.1 In some limited circumstances, and for specified purposes, we will also Process Personal Data relating to third parties, such as your next of kin and/or dependants. For example, we may need to Process their personal data for the purposes of contacting them in an emergency situation. Where this occurs, we may contact your next of kin and/or dependants separately to explain why we need to Process their Personal Data.

9 YOUR DATA PROTECTION RIGHTS

9.1 Under data protection law, you have rights, including;

9.1.1 **Right to be informed –** about how and why your data is being used.

9.1.2 **Right of access –** you have the right to ask us for copies of your personal information;

9.1.3 **Right to rectification –** you have the right to ask us to rectify personal information you think is inaccurate or to ask us to complete information;

9.1.4 **Right to erasure –** you have the right to ask us to erase your personal information in certain circumstances;

9.1.5 **Right to restriction of Processing –** you have the right to object to the Processing of your personal information in certain circumstances;

9.1.6 **Right to data portability –** you have the right to ask that we transfer the personal information we hold about you to another organisation.

9.1.7 **Right to not to be subject to a decision based solely on automated processing –** for decisions that have a have a legal or similarly significant effect on individuals.

9.2 You are not required to pay any charge for exercising your rights. If you make a request, we must respond in one month.

9.3 Please contact Gavin Gomersall, Data Protection Officer (DPO), 01524 581872, gomersallg@baylearningtrust.com, The Lodge, Ripley St Thomas, Ashton Road, LA1 4RR if you wish to make a request.

10 HOW TO COMPLAIN AND WITHDRAW CONSENT

10.1 If you have any concerns about our use of your personal information, wish to exercise your rights in relation to your Personal Data, or make a complaint, please let us know by contacting the DPO.

10.2 You can also complain to the ICO if you are unhappy with how we have used your data.

11 CHANGES TO THIS DATA PRIVACY STATEMENT

11.1 We keep our practices and policies regarding the collection, Processing and security of Personal Data under continual review and may update them from time to time. We therefore reserve the right to change this Data Privacy Statement at any time. We will notify you of any changes made at the appropriate time and may re-issue a new Data Privacy Statement if appropriate.