

## PRIVACY NOTICE (How we use Member/Trustee/Local Governor information)

### The categories of information that we collect, hold and share include:

- Personal information (such as name, email, telephone number and address)
- Compliance information (such as right to work in the UK, section 128 checks, confirmation of DBS checks and records of business and pecuniary interests)
- Skills and experience (such occupation, information provided during skills audits)
- Participation information (such as attendance at Board/committee meetings, number of absences, records of participation in minuted meetings)

### Why we collect and use this information

We use the data:

- to communicate with members/trustees/local governors about the operation of the organisation
- to comply with legislative and statutory requirements relating to the recording and publication of information about our governance arrangements
- to maintain records of the skills and experience of our trustees/local governors for monitoring and analysis
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use your information under the following allowable bases:

- The processing is necessary because of a legal obligation, e.g. we are legally required to register trustees as company directors with Companies House
- The processing is necessary for administering justice, or for exercising statutory, governmental, or other public functions e.g. we are required by statute to maintain records of Board and Academy Council meetings, and to publish certain information about members/trustees/governors on our website and to the Department of Education
- The processing is in line with the 'legitimate interests' condition, e.g. we maintain records of trustee/governor skills and experience audits to enable us to plan appropriate training and development opportunities

### Collecting information

Whilst the majority of the information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing your data

We hold the majority of your data for the duration of your term of office plus one complete academic year, unless legal or statutory regulations require otherwise. Minutes of Board and committee meetings, containing details of your attendance at and participation in these meetings, are retained indefinitely.

## Who we share your information with

We routinely share your information with:

- Other members of the same committee (i.e. between Board members or other members of the same Academy Council)
- our HR department, for the purpose of seeking your involvement in grievance, disciplinary, performance management or appeals panels
- the Department for Education (DfE)
- Companies House and our auditors, in the case of Trustees
- the provider our Academy Council clerking and governor training and development service
- the wider public via our school and Trust websites

## Why we share your information

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

We share email addresses between members of the same committee (i.e. between members of the Board, or between members of the same Academy Council) to facilitate communication between members of the group.

We share governor and trustees' contact details with our internal HR department for the purpose of contacting Trustees/local governors to request their participation in governor panels relating to employment matters within the Trust.

We share some of your information with the Department for Education (DfE) on a statutory basis. We are required by the DfE to publish limited information about governors and trustees via the website 'Get Information about Schools'.

We share the information legally required by Companies House for the purpose of registering Trustees as company directors and with our auditors as part of our annual statutory audit.

We share governors' contact information with Wakefield Council's Governor Services department, who provide clerking for academy councils on our behalf, for the purpose of sending out agendas and meeting papers and providing access to their governor training and development programme

We are also required to publish details of trustees/governors on our school websites, including your name, term of office, the group that appointed you, your attendance at Board/Academy Council meetings during the last academic year, and any declared business or pecuniary interests.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact your school's Business Manager

in the first instance, or for Trustees please contact Anastasia Byard, Data Protection Officer and Company Secretary on 01977 664555 or by emailing [abyard@airedaleacademy.com](mailto:abyard@airedaleacademy.com).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

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

**Anastasia Byard**  
***Data Protection Officer and Company Secretary***

**Tel:** 01977 664555

**Email:** [abyard@airedaleacademy.com](mailto:abyard@airedaleacademy.com)

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