

# Chester Diocesan Academies Trust

## Privacy Notice for Trustees, Governors and other volunteers

Chester Diocesan Academies Trust (CDAT) ('the Trust', 'we', 'us' or 'our') take data protection and our obligations with regard to data protection seriously. Under data protection law, individuals have a right to be informed about how the Trust uses any personal data held 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 individuals working with the Trust in a voluntary capacity, including local governing board members, trustees, members and other volunteers.

### Our details

We are:	Chester Diocesan Academies Trust (CDAT)
Address:	Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE
Web site:	<a href="http://www.cdat.co.uk">www.cdat.co.uk</a>
Phone number:	01928 718834
ICO registration number:	ZA034006
Data Protection Officer:	Jason Hampton
Contact email:	<a href="mailto:DPO@cdat.co.uk">DPO@cdat.co.uk</a>

### Who processes your information?

Chester Diocesan Academies Trust (CDAT) is the data controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (together the "Data Protection Law") of the personal information you provide to us. This means that the Trust determines the purposes, and the manner in which, any personal data is processed.

### Why do we collect and use personal information?

We use personal data to:

- Establish and maintain effective governance.
- Meet statutory obligations for publishing and sharing governors' and trustees' details.
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Monitor equal opportunities.
- Ensure that appropriate access arrangements can be provided for volunteers who require them.
- Contact you directly when you are not on the premises.
- Contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual.
- Comply with legal and audit requirements including statutory returns and payment of expenses.
- For some governance roles we may need to consider information held about the religious affiliation of individuals. As religious beliefs constitute a special category of personal data, we may use this information to evaluate suitability of candidates for a specific role. We will tell you about this when we are recruiting for any such role.

## Categories of information that we collect, hold and share

We may collect and process the following types of Personal Data relating to those volunteering at our Trust. This includes, but is not restricted to:

- Personal information (such as name, address, phone numbers, personal email address, date of birth).
- Qualifications and employment records including work history, job titles, training records and professional memberships, in particular relating to governance.
- Information about business and pecuniary interests.
- Attendance information at meetings.
- Medical information (such as food allergies or medication needed in an emergency).
- Contact and next of kin information (such as telephone numbers of contacts that an employee would want the Trust to contact in an emergency).

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data where this is necessary. This includes information about (where applicable):

- Race or ethnic origin (usually anonymously).
- Religious beliefs.
- Sexual orientation (for example as part of an investigation into complaints, made by you or others, into matters such as discrimination, etc).
- Trade union membership and political opinions, where applicable and not as a matter of course.
- Health, including any medical conditions and access requirements.
- Data relating to criminal convictions or offences or related security measures (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations).

## The lawful basis on which we process this information

The Trust will process your information in accordance with Data Protection Law (the General Data Protection Regulation and the UK Data Protection Bill and any other applicable law) and its own Data Protection Policy. All academy trusts, under the [Academies Financial Handbook](#), have a legal duty to provide governance information.

The legal basis for the use of your personal data will be one or more of the following:

- To satisfy our legal obligations and statutory duties including notifying the DfE or Companies House of the appointment or vacating of the positions of a member, trustee or governor.
- To carry out a task in the public interest or in the exercise of official authority in our capacity as a Trust.
- To protect your vital interests (or someone else's interests).
- Where we have legitimate interests in processing the data, for example providing data to third party health and wellbeing providers.
- Where we have the consent of the individual.

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.

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.

## Collecting this information

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

## Storing personal information

We keep information about volunteers on computer systems and on paper. All data is held securely and is only used for purposes directly relevant to your work with the Trust, or for audit and census information. Once your relationship with us has ended, we will retain this file and delete the information in it in accordance with the Trust's Data Retention Policy.

## Sharing Information

We do not share personal information with anyone without 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:

- Other schools within the Trust
- The Local Authority
- The Department for Education (DfE) and/or the Education Skills Funding Agency (ESFA)
- Regulatory bodies, such as Ofsted
- Suppliers and service providers to enable them to provide the service we have contracted them for, such as Trustee and Governor support
- Our auditors
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

We are required to share information about our trustees and governors with the DfE under the requirements set out in the [Academies Financial Handbook](#). 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](#).

For more information, please see 'How Government uses your data' section at the end of this notice.

## Requesting access to your personal data

You have the right to request access to information which we hold about you. To make a request for your personal information please contact the Trust's Data Protection Officer at [dpo@cdat.co.uk](mailto:dpo@cdat.co.uk).

You also have specific rights in relation to the processing of your data:

- To ask us for access to information about you that we hold.
- To have your personal data rectified, if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- To object to direct marketing, including profiling, and processing for the purposes of scientific/historical research and statistics.

- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For further information on how to request access to personal information held centrally by DfE, please see the [‘How Government uses your data’](#) section at the end of this notice.

### **Making a compliant**

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the Information Commissioner’s Office (ICO), the supervisory authority for data protection issues in England and Wales using the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)  
ICO Helpline: 0303 123 1113  
ICO Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
ICO Postal Address: Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

### **Changes to this notice**

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy notice was last updated on 4<sup>th</sup> February 2019.

## How Government uses your data

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 who 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

## Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to

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

**Note:** Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

## How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

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