

## Privacy notice for Members, Trustees and Governors

Multi-academy trusts have a duty to inform members, trustees and governors of how they process any information about them that is in their control. This is referred to as **'personal data'**.

The Skills for Life Trust do this by providing members, trustees and governors with a privacy notice. For the purpose of this privacy notice, **'processing'** refers to anything we do with your personal data, including collecting, storing, sharing or securely disposing of it when it is no longer required.

### What categories of personal data are processed?

The categories of personal data that we process include the following:

- **Personal information** – e.g. name, employee or teacher number, National Insurance number
- **Characteristics information** – e.g. gender, age, ethnic group
- **Governance information** – e.g. role, start date, end date, governor ID
- **Enhanced Disclosure and Barring Service (DBS) information**

### Why do we collect and use your personal data?

We collect and use your personal data for the following reasons:

- To enable the trust and to meet its obligations and legal duties in relation to publishing governance information on Get Information About Schools (GIAS)
- To provide transparency around governance arrangements
- To enable the trust and the DfE to identify, with ease, individuals who are involved in governance and who govern at more than one school or within more than one trust
- To enable the DfE, when required, to conduct checks on the suitability of governors
- To keep pupils safe

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal data are:

- For the purpose of keeping pupils safe, in accordance with [part three of Keeping Children Safe in Education 2018](#).

- Academy trusts, under the [Academies Financial Handbook](#), have a legal duty to provide the governance information as detailed above.

## How do we collect your personal data?

We collect your personal data via the following methods:

- Trustee and governor application form
- Trustee and governor information record
- Record of business interests form
- DBS Check

Whilst most of the personal data you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain personal data to us or if you have a choice.

## How do we store your personal data?

We hold your personal data securely for the set amount of time shown in the trust's Records Management Policy and Records Retention Schedule, which can be found [here](#).

For more information about how we keep your personal data safe, please see the trust's Data Security Policy, which can be found [here](#).

## Who do we share your personal data with and why?

We do not share personal data about you with anyone without your 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 data with:

- The Local Authority – Medway Council and Kent County Council
- The Department for Education (DfE)

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. All member, trustee and governor data required by the DfE is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

## What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the personal data the school holds about you
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Have your personal data rectified if it's inaccurate or incomplete
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing
- Seek compensation, either through the ICO or the courts

If you want to request access to the personal data we hold about you, please contact the Skills for Life Trust HR Department via email, [hr@sflt.org.uk](mailto:hr@sflt.org.uk), or by phone on 01634 861596.

For more information about Subject Access Requests, please see the trust's Subject Access Request Procedure, which can be found [here](#).

If you are concerned about the way we are processing your personal data, please raise your concern with the Skills for Life Trust HR Department.

If you are concerned about the way your request relating to access or processing of personal data is being dealt with, please raise your concern with the Trust Data Protection Officer (DPO).

You can also contact the ICO at <https://ico.org.uk/concerns/>.

## How can you find out more information?

You are entitled to contact the DfE under the provisions of the Data Protection Act 2018 to ask the following questions:

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

Governors and trustees are also entitled to make a SAR directly to the DfE. Further information on how to do this can be found [here](#).

If you would like to discuss anything in this privacy notice, please contact the Skills for Life Trust Data Protection Officer:

Mr T Heyes,  
Data Protection Officer,  
Skills for Life Trust,  
157 Waldersalde Road,  
Chatham,  
Kent,  
ME5 0LP

Telephone: 01634 861593

Email: [privacy@sflt.org.uk](mailto:privacy@sflt.org.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit the [Skills for Life Trust website](#), the [Gov.UK website](#).