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The Grand Union Multi Academy Trust Schools (Featherstone High School and Woodlands Academy)

**Registered as Data Controller with the Information Commissioner's Office –
Registration: ZA319176**

PRIVACY NOTICE – FOR GOVERNORS AND TRUSTEES (Including personal information on Get Information about Schools (GIAS))

Introduction

This privacy notice advises Governors and Trustees of the school's data protection responsibilities on the collection and processing of their personal information.

We collect and process your personal data because you perform certain services for us. Only relevant personal data is collected and processed to assist us in the running of the school / trust.

We are committed to being transparent about how we collect and use your data and meet our data protection obligations.

We are required to explain how and why we collect "personal" data and what we do with that information. This notice will also explain what your rights are with regard to any of your personal information that we hold and process.

Contact

If you would like to discuss anything in this privacy notice, our overall Trust Data Protection Officer (DPO) and FHS DPO is Mr Kamal Thacker (Deputy Headteacher). Mr Thacker is the named person with responsibility for ensuring that individuals' personal information is held and processed in the correct way. Mr Thacker can be contacted at kthacker@featherstonehigh.ealing.sch.uk. Questions or requests for further information, should be directed to him.

What is personal information and what does processing mean?

Personal information is any information that relates to you (as the data subject) and can be used directly or indirectly to identify you. This could be your name, address or position of responsibility. Special categories of personal data can include an individual's ethnic origin, religion, trade union membership, information about their health and biometric data.

Processing means any manual or automated operation which is performed on someone's personal data such as collecting, recording, reorganising, re-structuring, storing, adapting, altering, retrieving, consulting, using, disclosing, restricting, deleting or destroying it.

Data protection principles

When we process any personal data about anyone we must follow data protection principles:

- We process personal data lawfully, fairly and in a transparent way.
- We collect personal data only for stated, specified and legitimate purposes.
- We process personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- We keep accurate personal data and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- We keep personal data only for the period necessary for processing.
- We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction or damage.

Where we process special categories of personal data e.g. criminal records data, this is done in accordance with legal requirements. We will update personal data promptly if an individual advises us that his/her information has changed or is inaccurate.

Why do we collect and process individuals' personal data?

The purpose of processing "personal" data is to assist in the running of the school, including to:

- Maintain our database of governors and trustees.
- Establish and maintain effective governance for example by contacting governors and trustees to inform them of statutory changes in law or opportunities for training.
- Facilitate statutory obligations for publishing and sharing governors' / trustees' details.
- Facilitate safe recruitment.
- Undertake equalities monitoring.
- Ensure appropriate access arrangements are provided for volunteers who may need that access on frequent occasions.
- Plan future training.
- Fill vacancies for governors and trustees.

How do we obtain personal data? Collecting governance information:

We may collect information we hold in a variety of ways including:

- Your passport or other identity documents, such as your driving licence.
- From third parties such as the Disclosure and Barring Service (DBS) in carrying out safeguarding checks.

- Forms completed by you.
- Correspondence with you.
- Meetings with you.

Governance roles data is essential for the school, academy or academy trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

What data do we hold about you?

The categories of governance information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact / address, e-mail, telephone details and postcode).
- Governance details (such as role, start and end dates and governor id).
- Employment details.
- Evidence of qualifications.
- References.
- Information about your business and pecuniary interests.
- Information about any criminal record.
- Equal opportunities monitoring information.

We may also collect, store and use information that falls into "special categories" of more sensitive personal data such as disability and access arrangements.

Why we collect and use governance information

Our legal grounds for using your personal data are based on articles 6 (for general categories) and 9 (for specialised categories) of the GDPR.

The personal data collected is essential, in order for the trust to fulfil its official functions and meet legal requirements. We collect and use governance information to meet the statutory duties placed upon us.

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for processing personal information for general purposes are:

- Consent.
- For the performance of a contract.
- To comply with a legal obligation.
- To protect the vital interests of the individual or another person.
- For a task carried out in the public interest.
- For a legitimate interest of the school or one of the organisations it shares data with (e.g. legal adviser) except where those rights are overridden by the fundamental rights and freedoms of the data subject.

Sometimes the handling of your personal data falls within the remit of several of the legal grounds described.

Consent

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal data, you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

Performance of a contract

We need to process data to enter into a contractual arrangement with you. For example, we need to process your data to provide you with information about the governance of the school.

Your personal data, where it is reasonable to do so, may also be shared with other professionals contracted by the school, such as legal and professional advisers.

Legal obligation

In some cases, we need to process data to comply with our legal obligations. For example, safer recruitment procedures in schools also require appropriate checks to be made on people who work with children.

Statutory reporting requirements are included within this section. As is disclosing information to third parties such as the courts or the police where we are legally obliged to do so.

Vital interests

An example of a vital interest is where we need to disclose information about you to prevent you or someone else from being seriously harmed or killed. It covers emergency situations such as disclosing information to a medical professional about you in circumstances where you are unable to provide the information yourself.

Legitimate interests

We have a legitimate interest in processing personal data before, during and after the end of the contract. Processing employee data allows us to:

- Refine recruitment processes for new governors and trustees.
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the Trust.
- Operate and keep a record of minutes of meetings.
- Operate and keep a record of absences and apologies for meetings not attended.
- Respond to and defend the school against legal claims or other investigatory processes.

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

In addition, concerning any special category data (see following section).

Special categories of personal data under [UK GDPR - Article 9](#)

Special categories of data include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Some special categories of personal data, such as information about health or medical conditions, are processed to comply with employment law and health and safety obligations (such as those in relation to persons with disabilities).

The school also processes other special categories of personal data, such as information about ethnic origin or religious belief. This is done for the purposes of equal opportunities monitoring and in accordance with its Public Sector Equality Duty in accordance with the Equality Act.

Some of the reasons we process such data include:

- Defend against legal claims by sharing information with our legal advisers and insurers.
- Medical purposes. This includes the management of healthcare services.

Who we share governance information with

We routinely share this information with:

- Our local authority (where applicable).
- The Department for Education (DfE).

Why we share governance information

We will not share information about our Governors / Trustees with third parties unless the law or our policies allows us to. In circumstances where consent is the basis for processing, such as with references, we will not share your data with third parties unless we have your consent.

We are required, by law, to pass certain information about staff to specified external bodies, such as our local authority (LA) and the Department for Education (DFE), so that they are able to meet their statutory obligations.

In some cases, the school may collect personal data about you from third parties, such as references supplied by employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

On some occasions, the school will process your personal data for the performance of a contract that it may hold with a third party. For example, a data security contract with a third-party IT services provider or as part of cloud-based storage.

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide us. Whenever we seek to

collect information from you, we will make it clear whether you must provide this information (and if so, what the possible consequences of not complying are), or whether you have a choice in the matter.

Department for Education (DfE)

We are required to share information about our governance roles with the Department for Education (DfE) under [section 538 of the Education Act 1996](#).

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academies Financial Handbook academy trust handbook](#).

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see the 'How Government uses your data' section.

How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- Increase the transparency of governance arrangements.
- Enable the academy trust and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context.
- Allow the Department for Education (DfE) 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 (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>.

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) 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>.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How the Government uses your data'' section of this notice.

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 the Head of Human Resources.

What rights do you have in relation to your information?

When the GDPR came into force in May 2018, you gained the following rights in relation to your personal data:

- The right of access to your personal data. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data corrected if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This only applies in specific circumstances.
- The right to restrict processing. This right applies where, the data subject contests the accuracy of the data we hold or challenges the public interest or legitimate interest basis on which we hold their data. Further guidance can be obtained from the ICO's website.
- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
 - Direct marketing.
 - Processing for scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at [Information Commissioner's Office](#).

Who else has access to your personal data?

Your personal data may be shared internally with other members of staff in order for them to perform their roles. This can include the senior leadership team, other governors, other trustees, HR and IT staff. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, references and criminal records checks from the DBS.

We share your data with third parties that process data on our behalf. Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our **retention schedule** and the processing purposes we state.

Sending information to other countries

With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

Automated decision-making and profiling

We do not make automatic decisions regarding individuals to profile them.

Storing governance information. How do we protect individuals' personal data?

We hold data securely 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 contact our DPO.

We take the security of your personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical measures to ensure the security of data. For example, we ensure the school uses encrypted devices, uses passwords, virus protection and has appropriate firewalls.

We have checked our third-party providers are fully compliant with the GDPR and that appropriate controls and safeguards are in place to protect individuals' data that is shared with them.

How long do we keep your personal data?

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will keep certain information after you have left the school for the sake of references. A copy of our **Retention Schedule** will be available from the school website or from the Data Protection Officer.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer.

Further guidance and advice can be obtained from the ICO's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

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 by contacting the Data Protection Officer.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. Original version May 2018 was last updated on 3rd November 2023.