

## **Privacy Notice**

### **Members and Trustees**

The Cornerstone Academy Trust needs to collect, store and process data on Members and Trustees to be able to efficiently conduct the governance of the Trust. Only essential data is held and there are clear processes in place that govern how we collect use, store and share the data. Information is shared with the Department for Education, Companies House, The Charity Commission and the Local Authority.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold 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 your personal data.

We, The Cornerstone Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jim Roberts ([james.roberts@tcat.education](mailto:james.roberts@tcat.education)).

#### **The personal data we hold**

We process data relating to Members and Trustees. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details including email addresses, telephone numbers and other online contact points
- Date of birth, and gender
- Home Address
- Special Category characteristics (disability)
- Details of governance training booked and attended
- Governance details (such as role, start and end dates and governor ID)
- Current Employer
- Other offices held
- Involvement in connected parties
- Photographs
- CCTV images captured in school

#### **Why we use this data**

The purpose of processing this data is to help us govern the Trust, including to:

- To communicate with you about relevant school business
- To procure appropriate training for you to fulfil your role
- To adhere to the governance guidelines laid down in our Articles of Association
- Meet the requirements of the DfE
- Meet the requirements of the Local Authority
- Meet the requirements of Companies House
- Meet the requirements of the Charities Commission
- Ensure that no conflict of interests exists
- Inform our school and the wider community

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- **Article 6 (c) Legal obligation:** Comply with a legal obligation
- **Article 6 (e) Public Task:** Carry out a task in the public interest

Some information we process will be Special Category data under **Article 9**. We will rely on the legal basis of **Article 9 (g)** processing is necessary for reasons of substantial public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests) eg in a life or death situation
- We have legitimate interests in processing the data – eg where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as a publically funded education establishment.

Where you have provided us with consent to use your data, you may withdraw this consent at anytime. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

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/school's use of your data.

## Collecting this information

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

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

## How we store this data

Data stored in paper format is kept securely and is only accessible only by the Senior Leadership Team and their Personal Assistants.

Data in electronic format is kept in a secure area on the Trust systems.

Once your involvement in the Trust has ended, we will retain this file and delete the information in it in

accordance with our record retention schedule/records management policy.

## Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Your rights

### How to access personal information we hold about you.

Individuals have a right to make a **Subject Access Request (SAR)** to gain access to personal information that the school holds about them.

If you make a SAR, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer, [Jim Roberts](#).

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer, [Jim Roberts](#).

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer, [Jim Roberts](#).

## How the Government uses your data

The governance data that we lawfully share with the DfE

- 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 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 on their website here](#).

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